

DATE: September 15, 2010

SUBJECT: NSG SSP Knowledge Capture Splinter Minutes

LOCATION: Teleconference

ATTENDANCE:

<i>Last Name</i>	<i>First Name</i>	<i>Organization</i>	<i>E-mail Address</i>	<i>Telephone #</i>
Aquino	Joseph	JSC/NASA/SCIO	Joseph.M.Aquino@nasa.gov	281-483-4033
Bangerter	Jim	GSFC/NASA/HSF ND	James.A.Bangerter@nasa.gov	301-286-7306
Baum	Earl	JSC/NOIT	Earl.j.Baum@nasa.gov	281-483-2321
Beck	Tom	WSTF/WSSH	Thomas.Beck@nasa.gov	575-524-5556
Blizzard	Melissa	GSFC/HTSI/HSF	Melissa.Blizzard@honeywell.com	301-805-3197
Boggs	Tom	GSFC/NISN	Harry.T.Boggs@nasa.gov	301-286-5590
Boatwright	Ernest	MILA	Ernest.Boatwright@honeywell.com	321-867-1068
Bruchmiller	Tom	JSC/USA/JSC NAV	Tom.D.Bruchmiller@usa-spaceops.com	281-282-4125
Calhoun	Melvin	GSFC/HTSI/HSF	Melvin.Calhoun@honeywell.com	301-805-3630
Cappellari	Jim	GSFC/FDF	Jim.Cappellari@nasa.gov	301-286-3296
Clark	Elizabeth	GSFC/HSF	Elizabeth.M.Clark@nasa.gov	301-805-3261
Colaluca	Victor	KSC/IMCS	Victor.Colaluca@nasa.gov	321-867-2286
Culley	Angela	GSFC/NISN/CSR/CIG	Angela.M.Culley@nasa.gov	301-902-6033
Duany	Al	GSFC/NISN	albert.w.duany@nasa.gov	301-286-2721
Fanders	Mike	JSC/NACAIT	Michael.T.Fanders@nasa.gov	281-483-6069
Frazier	Robert	JSC/NACAIT	robert.b.frazier@nasa.gov	281-483-4444
Greatorex	Scott	GSFC/NASA/450.1	Scott.A.Greatorex@nasa.gov	301-286-6354
Harris	Mark	WFF/Orbital Ops	Mark.A.Harris@nasa.gov	757-824-2191
Hasan	Syed	GSFC/FDF	Syed.O.Hasan@nasa.gov	301-286-0995
Hervey	Jewel	JSC/NASA/SCIO	Jewel.R.Hervey@nasa.gov	281-483-0359
Hester	Daryl	JSC/FDOC Engineering	Daryl.t9.hester@lmco.com	281-853-2128
Hill	Ellen	KSC/USA/PRD	Ellen.M.Hill@usa-spaceops.com	321-861-2381
Marriott	Robert	JSC/NOIT	Robert.R.Marriott@nasa.gov	281-483-6877
Marsh	Mike	JSC/NOIT/GC Office	Michael.K.Marsh@nasa.gov	281-483-4761

<i>Last Name</i>	<i>First Name</i>	<i>Organization</i>	<i>E-mail Address</i>	<i>Telephone #</i>
Mascari	Michele	GSFC/NISN	Michele.A.Mascari@nasa.gov	301-684-1127
Mitchell	Warren	GSFC/FDF	Warren.J.Mitchell@nasa.gov	301-286-5092
Morse	Gary	KSC/NASA	Gary.A.Morse@nasa.gov	321-867-3514
Pifer	Fred	GSFC/HSF	Fred.Pifer@honeywell.com	201-805-3335
Powers	Pepper	GSFC/FDF	Pepper.P.Powers@nasa.gov	301-286-7637
Richards	Erik	GSFC/HTSI/HSF	Erik.Richards@honeywell.com	301-805-3275
Riley	Kevin	GSFC/HSF	Kevin.S.Riley@nasa.gov	301-805-3870
Steffes	John	KSC/Voice	John.R.Steffes@nasa.gov	321-453-5028
Testoff	Steven	GSFC/ASRC/PAAC	Steven.B.Testoff@nasa.gov	301-286-6538
Therault	David	JSC/System Eng	David.a9.Therault@lmco.com	281-336-5026
Thomas	Michael	JSC/UNITeS	Michael.L.Thomas@nasa.gov	281-483-7544
Thompson	Craig	JSC/NOIT	Craig.Thompson-1@nasa.gov	281-483-0241
Thornton	Roderick	KSC/IMCS	Roderick.M.Thornton@nasa.gov	321-867-2241
Wiggins	Andre	GSFC/HTSI/NISN	Andre.L.Wiggins@nasa.gov	301-286-2725

INTRODUCTION

Mr. Mike Marsh convened the September 15, 2010, Human Space Flight (HSF) Network Support Group (NSG) Space Shuttle Program (SSP) Knowledge Capture splinter meeting to discuss the Johnson Space center (JSC) Mission Operations Directorate (MOD) SSP knowledge capture and archiving effort (refer to the presentation, *Shuttle Knowledge Capture*).

MEETING ITEMS

- A. Mr. Marsh stated that since the last NSG, there has been one meeting of the JSC working group. Another meeting is scheduled for September 16 and he stated that he would provide information from that meeting in his NSG splinter summary.
- B. JSC is working to archive Space Shuttle unique processes, procedures, and other products that describe what the program does in preparation for, during, and after a Space Shuttle flight. The project is not funded for network support. He stated that he has verbal permission to include the Integrated Network (IN) in this effort. Mr. Marsh stated that he has not found any evidence of intent for any other organized effort to archive network data.
- C. Data will be stored in the JSC Lessons Learned database.
- D. Mr. Marsh reviewed the types of data that needs to be captured. Several types of documents will be archived including Network Operations Support Plans (NOSP), Launch Counts, Interim Support Instructions (ISI), Program Requirements Documents (PRD), and Interface Control Documents (ICD). Other items to be archived include readiness review minutes, training and certification manuals, and descriptions of operations philosophies and their evolution. Mr. Marsh stated that a checklist from each entity documenting the coordination and tasks performed to support missions would be extremely helpful.
- E. Mr. Marsh noted that without the networks voluntary participation it will be difficult to capture the significant Lessons Learned and it may be necessary for people to take time to document their own Lessons Learned.
- F. Items that will not be archived are software code and executable files.
- G. Mr. Jim Bangerter stated that he and Ms. Melissa Blizzard will get together to discuss this effort from an IN perspective and determine if there will be cost to participate or if participation can be done without cost. Ms. Blizzard stated that she thought some participation could be done without cost. Mr. Bangerter stated that the IN does have its documents in electronic form and final copies could be provided. Mr. Marsh stated that during the last NSG, Mr. Earl Daniel did provide an electronic copy of documents at that time.
- H. Mr. Marsh stated that there is some concern regarding restricted International Traffic in Arms Regulations (ITAR) or sensitive data. JSC will have the capability to capture and segregate restricted data.
- I. Mr. Marsh stated that document files should be in PDF format with searchable word capability. He is looking into whether there are copiers that can produce the searchable

word PDF format. Video files should be in MPEG 2 format; although, the formats would be discussed at the September 16 meeting.

- J. Mr. Marsh stated that there is likely to be a CoFR type statement at the end of the project.
- K. Mr. Marsh stated that there has been the question of whether a team of IN representatives needs to be assembled. Mr. Bangerter stated that it would be a good idea for him and Ms. Blizzard to discuss this item and determine if personnel should be assigned to do specific tasks.
- L. Mr. Marsh stated that the timeline will be discussed at the September 16 meeting. It had been discussed that the current documents should be in the system by October 1, 2010. These documents would then be replaced by the final versions. It is not known how far out after the final mission end, this effort will continue.
- M. Mr. Erik Richards asked where the data should be sent. He noted that the Spaceflight Mission Managers (SMM) books had been scanned. Ms. Blizzard stated that the data will be retained at GSFC and the provision of data will be discussed.
- N. Mr. Marsh stated that he is not requesting data from every mission, but wishes to archive data incrementally.

ACTION ITEM REVIEW

No action items were assigned at the September 15, 2010, NSG SSP Knowledge Capture splinter meeting.

(Original approved by)
Mr. Mike Marsh/JSC/NOIT