

***SOFIA USERS GROUP  
FOURTH MEETING, NOVEMBER 18, 2013***

<b>Start</b>	<b>Dur.</b>	<b>Presenter</b>	<b>Topic</b>	<b>speaker confirmation</b>
9:00	0:10	Gehrz, Reach	Welcome, Agenda, Membership	x
9:10	0:30	Zell	SOFIA Program Update	x
9:40	0:20	Young	Cycle 1 Progress and Plans	x
10:00	0:10	Marcum	Observatory efficiency metrics	x
10:10	0:15		<b>COFFEE BREAK</b>	
10:25	0:20	Rasmussen	Non-sidereal tracking	x
10:45	0:20	Roellig	Water-vapor monitor	x
11:05	0:15	Young	Directors Discretionary Time policy	x
11:20	0:20	Reach	Guidelines for Guest Investigators	x
11:40	0:20	Latter	Visiting and operations at DAOF	x
12:00	1:00		<b>LUNCH BREAK</b>	
13:00	0:20	Sankrit	Workshops and outreach	x
13:20	0:20	Miles,Smith	Instrument development update	x
13:40	0:15	Zinnecker	German observers, GSSWG report	x
13:55	0:30	Andersson	Cycle 2 status; Planning for Cycle 3	x
14:25	0:20	Shuping	Data Processing	x
14:45	0:20		Spillover	
15:05	0:15		<b>COFFEE BREAK</b>	
15:20	0:10		placeholder	
15:30	1:00	SUG	SUG SESSION	
16:30	0:30	SUG	SUG Debrief to SMO	
17:00			<b>ADJOURN</b>	

**Committee**

Bob Gehrz, U. Minnesota (chair)  
 Lee Armus, IPAC/Caltech  
 John Bally, U. Colorado  
 Imke de Pater, U. California, Berkeley  
 Jochen Eisloffel, U. Tautenberg  
 Urs Graf, U. Cologne  
 Al Harper, Yerkes Observatory  
 Luke Keller, Ithaca Coll.  
 Michael Kaufman, SJSU  
 Matthew Greenhouse, NASA/Goodard

**attendance**

yes  
 remote  
 yes  
 no  
 remote  
 yes  
 yes  
 remote  
 no  
 yes