



Jet Propulsion Laboratory
California Institute of Technology

Kepler Close-out Documentation Review Kick-Off Meeting

Ingolf Heinrichsen – Kepler Mission Manager

David Breda – ExEP System Engineering (Review Manager)

11 March 2016

Today's Agenda



ExoPlanet Exploration Program

- Introduction and Review Objectives
- Review Board Members
- Preliminary Schedule
- Logistics

Introduction and Review Objectives



- Today's short meeting to kick-off the Kepler Documentation Review
 - Review established as part of the Kepler close-out plan
 - One of the major milestones before Kepler close-out can be considered successful
 - Established as HQ milestone #12 to be completed on or prior to 10/24/16
- Review Objectives
 - Assess completeness and accuracy of existing documents and identify missing documentation and gaps
 - Provide guidance to the prioritization of the remaining work
 - The minimum documentation is Instrument Handbook, Data Characterization Handbook, Data Processing Handbooks, Archive Manual
 - Assess status of plans to make pipeline source code available to community
 - Assess if Kepler documentation is ready to support the Kepler legacy user community
 - HQ-12 milestone complete when review report is published and any remaining items resulting in recommended plan changes have been assessed and agreed upon by project, program and HQ.



Review Board

(Chair)	Ingolf Heinrichsen	Kepler Mission Manager (JPL)
	Steve Howell	Kepler Project Scientist (ARC)
	Nick Gautier	ExEP PCCB Science Advisor (JPL)
	Mario Perez	HQ Kepler Program Scientist (NASA HQ)
	Faith Abney	MAST Archive Leads
	Rachel Akeson	NExSci Archive Leads
	Thomas Barclay	K2 GO Office Director
	Jessie Dotson	Chief Astrophysics Branch (ARC)
	Tom Roellig	Ames Astrophysics Branch (ARC)
	Sean Carey	IPAC CalTech
	Lee Armus	IPAC CalTech
	Padi Boyd	Associate Lab Chief, Astroparticle Physics Laboratory (GSFC)
	Doug Hudgins	Program Scientist, ExEP Science Mission Directorate (NASA HQ)
	Scott Fleming	Archive Scientist, MAST Representative (STSCI)

Logistics and Timeline

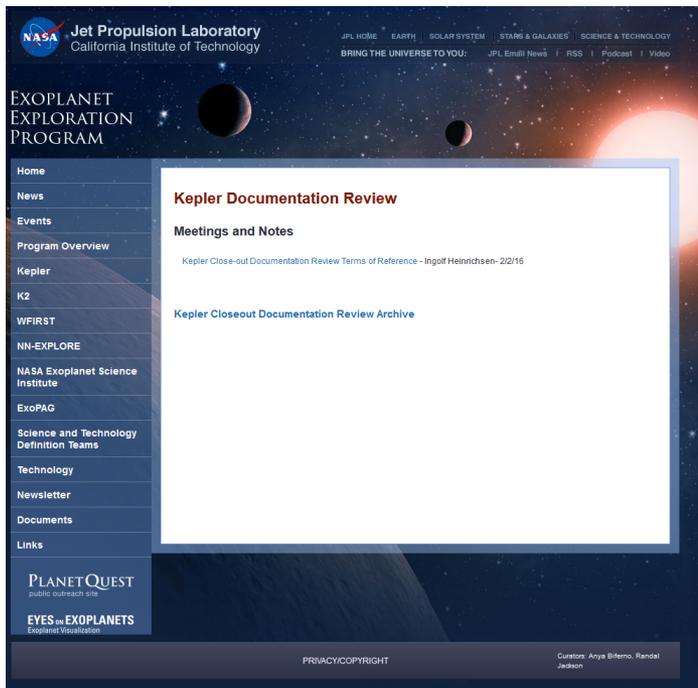
- In addition to today's KO meeting, the review board will be convened twice
 - In the 1st week of April 2016 (**we'll need to specify date and location**)
 - To assess the current status of the Kepler documentation
 - Identify missing documents, gaps and weaknesses in existing documents
 - Direct Kepler prioritization of the remaining work.
 - In September 2016
 - To assess that identified issues have been addressed and the documentation is ready to support the Kepler legacy archives after the project has been completed
 - May (or may not) be a WebX meeting

Logistics and Timeline



ExoPlanet Exploration Program

- We have created a dedicated (read only) website for this review
 - All materials will be posted onto this site
 - Presentations, meeting notes, action items, contact information
 - Kepler documentation to be reviewed also posted into a dedicated archive on this website
 - All materials to be posted will need to be sent (emailed) to Review Manager (David Breda)
david.a.breda@jpl.nasa.gov



<http://exep.jpl.nasa.gov/kdr>

username: telescope
password: reactionwheel

Any issues with the site or access, please contact our site specialist directly:

Arielle Samuelson
(Arielle.A.Samuelson@jpl.nasa.gov)

Backup

The following list provides an overview of the documentation that is expected to be part of the Documentation Completeness Review.

Handbooks & Manuals

- EXPECTED STATUS: Documents complete and adequate
- REVIEW: Walk-through of documents
- DOCUMENTS: Instrument Handbook, Data Characterization Handbook, Data Processing Handbooks, Archive Manual
- These are “must-have” documentation per original HQ direction

Product Documentation

- EXPECTED STATUS: Product documentation for all 9.2 deliveries is complete. Product documentation for 9.3 deliveries is in progress
- REVIEW: Review list of documents and status to planned completion dates
- DOCUMENTS: Product Documentation for Kepler Catalog and Kepler Occurrence Rate

Release of Software Algorithms

- EXPECTED STATUS: In progress
- REVIEW: Summary presentation of publication plan and status
- DOCUMENTS: SOC 9.3 pipeline code