

# 2022-04-04 Coordination meeting notes

## Date

04 Apr 2022

## Attendees

- [Leonardo Dos Santos](#)
- [Nestor Espinoza](#)
- [Unknown User \(aroy\)](#)

## Goals

- Define timing of group meetings
- Define strategy to advertise the group
- Establish next steps to implement group activities

## Discussion items

Time	Item	Who	Notes
15 min	Monthly group meeting	Everyone	<ul style="list-style-type: none"><li>• Nestor suggests to start with news, announcements</li><li>• Paper highlights, apart from the journal club</li><li>• 1-slide for people who want to show their work, perhaps one member has more than one slide</li><li>• Announcing new projects / requests for particular expertise on ongoing project</li></ul>
1 min	Outerspace	Everyone	Highlight research group work
14 min	Yearly Jamboree	Everyone	<ul style="list-style-type: none"><li>• Perhaps in late summer</li><li>• It's good timing because of the summer interns</li><li>• Initially we thought it could be 1-day length, but may extend to more</li><li>• Extend to JHU participants</li></ul>

## Action items

- ☐ [Nestor Espinoza](#) will work on the logo, deadline by the end of the week
- ☐ [Leonardo Dos Santos](#) will update the Outerspace page
- ☐ [Unknown User \(aroy\)](#) will advertise the group: Send an email to the whole research staff to sign up for expression of interest; Exocoffee list goes to JHU folks as well (consider cc'ing), Then doodle for monthly time, and perhaps week for Jamboree
- ☐ All: Organize first meeting in May