

Karen Salamy

Week 53

- 704109 - NavDORISS
- 901200 - Telepresence
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - Out of Office this whole week due to a Family Medical Emergency. I may have to extend this through next week as well.
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 52

- 704109 - NavDORISS
- 901200 - Telepresence
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Week 51

- 704109 - NavDORISS
- 901200 - Telepresence
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- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
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Week 50

- 704109 - NavDORISS
- 901200 - Telepresence
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- Overhead
- Out of Office
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Week 49

- 704109 - NavDORISS
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- Overhead
- Out of Office
 - Out of Office this whole week due to a Family Medical Emergency. I may have to extend this through next week as well.
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Week 48

- 704109 - NavDORISS
- 901200 - Telepresence
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- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - Out of Office this whole week due to a Family Medical Emergency. I may have to extend this through next week as well.
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 47

- 704109 - NavDORISS
- 901200 - Telepresence
- 901602 - Data TAG: Addrss Eng Chng
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- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - Out of Office this whole week due to a Family Medical Emergency. I may have to extend this through next week as well.
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 46

- 704109 - NavDORISS

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- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - Out of Office this whole week due to a Family Medical Emergency. I may have to extend this through next week as well.
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 45

- 704109 - NavDORISS
- 901200 - Telepresence
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - Out of Office this whole week due to a Family Medical Emergency. I may have to extend this through next week as well.
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 44

- 704109 - NavDORISS
 - Still awaiting go-ahead from team to test through full Operating system on NavDORISS.
- 901200 - Telepresence
 - Still awaiting a response from Telepresence group on when to launch changes to the MBARI precruise web form that includes Telepresence cruise requests.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Working up Purchase Orders for software renewals for 2021 year. Hope to have these completed and paid by early next week.
 - Continuing to work on Apache Superset Dash.
- Out of Office
 - November 4-6, 2020: Vacation
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 43

- 704109 - NavDORISS
- 901200 - Telepresence
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead

- Out of Office
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 42

- 704109 - NavDORISS
 - Still waiting for the team to confirm that the mechanical build is complete prior to testing the OS image on the PC104 stack SSD.
- 901200 - Telepresence
 - Also, still awaiting to hear from DMO or management on when to make these changes live on the MBARI Precruise web form.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Working to help Duane E. acquire a new quote for Computer Vision Toolbox for his Matlab license in order to use for the Pelagic-Benthic Coupling Project. I have not heard back from my MatLab contact yet but will forward the quote on as soon as it is received.
 - Working to build Apache Superset on a CentOS 8 system. Definitely not as simple as with a Debian OS.
- Out of Office
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 41

- 704109 - NavDORISS
 - Awaiting all mechanical assembly on NavDORISS to perform final tests of the system.
- 901200 - Telepresence
 - Awaiting communication from Mike Kelly on releasing the updated version of MBARI precruise with telepresence mods.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Building new Apache Superset dash
- Out of Office
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 40

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Week 39

- 704109 - NavDORISS
 - On Tuesday, I completed new NavDORISS Target image, installed it on the PC104 stack SSD and handed it over to Jim M. to install into the Vicors and wire the system into the chassis.
- 901200 - Telepresence
 - I made small additional edits to the Precruise mods for Telepresence for Mike K., Mandy A., Teresa C., and Eric M. Each stated that they tested the changes. At this point, I am only waiting for them to send the green light to make the mods go live.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Re-writing my notes and testing build options for Apache Superset following my 2-day online course last week. The class covered a lot of information and I am trying to distill it down to what is useful.
 - Registered and watched the talk by Craig McLean, Acting Chief Scientist at NOAA, entitled: "The future of ocean science and technology." this morning.
- Out of Office
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 38

- 704109 - NavDORISS
 - Working onsite today to build a bootable target image for the PC104 stack with the new Holograms. This image is required to place on USB flash drives to hand over to the Navy when the project is complete. I may require a Windows Embedded builder application and have been in touch with Eric Martin about trying to locate it and rebuild the image. The new image will change in that it will have the newest version of Holograms (4.2) that will run the NavDORISS camera.
- 901200 - Telepresence
 - Completed test web form with telepresence mods. I have received positive feedback on my modifications from Mike K., Mandy A., Teresa C. so far. I am awaiting the "OK" before having these changes go live on the precruise web form.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Finished a 2-day on-line course (M & T) on Apache Superset. Lots of data to digest but the class was extremely helpful and should help me best assess whether this application will work with the new LRAUV Engineering Dashboard.
- Out of Office
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 37

- 704109 - NavDORISS
 - Worked onsite yesterday to complete and test the final NavDORISS Target Image. I need to re-format the USB drive and install the Target Image first. I have a few questions into Eric Martin on the proper procedure to do this.
- 901200 - Telepresence

- Finished edits to a test version of the Precruise web form that allows users to select “telepresence” options for their cruises. This link was sent to the following: Mike Kelly, Eric Martin, Teresa Cardoza and Mandy Allen to test through and let me know if further edits.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Teresa was encountering various issues propagating the Precruise to the EXPD. I spent some time on it and was able to it operational again last Friday.
 - I received an email from Lonny L. today stating that he is having issues adding Dives to the EXPD. I will look into that soon.
 - Currently installing MBSsystem onto the new data server coredata8 for Rich.
 - At Rich S.’s request, I added the R/V Kilo Moana to the Postcruise Web Form. Dives on ships of opportunity involve miniROV dives and their data.
 - Mike M. and Joe G. are currently working on a new EXPD that will run Strawberry Perl. I have been asked to test the Precruise Web Form on the new cloned test server. While I have not had much time to spend on it yet, I noticed that the Postcruise displays quite well while there are major issues in the display of the Precruise web form. I will look into to this after I determine what is wrong with the current Precruise Add Dives for Lonny (issue #2 above).
- Out of Office
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 36

- 704109 - NavDORISS
- 901200 - Telepresence
 - Working with Eric M. and Mike K. to integrate telepresence functionality into the MBARI Precruise web form. Currently chasing a bug.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - I have been asked to add the ability to search on the R/V Kilo Moana for miniROV dives from the MBARI Postcruise web form and will do this as soon as I complete the incorporation of telepresence in the Precruise web form.
 - I will also need to test the Precruise web form functionality following a IIS server upgrade by Mike M. and IS this week. Teresa C. has been having some issues with Precruises propagating to the EXPD. This may be related to these upgrades but I need to dig deeper.
- Out of Office
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 35

- 704109 - NavDORISS
 - Spent a little time looking over the NavDORISS target image. Found a few issues that still need fixing.
- 901200 - Telepresence
 - Spent several days last week diving into modifications on the Precruise Web Form to add Telepresence to the form. Chatted briefly with Eric Martin to determine the best approach on linking in Telepresence requests to the Web Form. I currently have a test link for others on the project to provide feedback on the first set of changes (which were extensive to implement).

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- 901800 - LRAUV Payload & Support
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- Overhead
 - Attended online group meetings, Engineering Meeting, etc.
- Out of Office
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Week 34

- 704109 - NavDORISS
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- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
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Week 33

- 704109 - NavDORISS
 - Received PC104 Stack from Mike P. and Jim M. Had to spend some time re-configuring cable connections once returned. Have currently built the new Target image including Holograms 4.2 for the project camera. I brought home the project laptop to do some testing at home.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Training for Apache Superset: Registered for online class (now set for September 14-15 @ 9AM EST). Filling out survey request for noblepro training group today.
 - Added to Seafloor Mapping project working with Jenny P. and Mike M.
 - Completed a phishing test for IS....
- Out of Office
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Week 32

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- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - Out sick with some non-COVID "bug" this week. Feeling better.
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 31

- 704109 - NavDORISS

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- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - Out sick with some non-COVID "bug" this week. Feeling better.
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Week 30

- 704109 - NavDORISS
 - Spent a little time building/testing new image for pc104 stack.
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- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Registered for Apache Superset online course on NoblePro.org
 - Took tutorials on various dashboard builds.
- Out of Office
 - Took several vacation days last week to spend with family and Fall school issues for my daughter..
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Week 29

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Week 28

- 704109 - NavDORISS
 - Was physically onsite at MBARI Tuesday testing some application code on the NavDORISS stack. Installed newer version of Holograms (4.2) onto PC104 stack system. Looking into whether I will need to create a new image for the project that does not include the older version of the laser application.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Reviewed some online tutorials for Dashboards.
 - Worked on 2021 Budget Requests and Estimates
- Out of Office
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 26

- 704109 - NavDORISS
 - Met with Ed Peltzer last week to go over Laser Lab safety protocols for the NavDORISS project. Received a key for future testing purposes.
 - Worked on campus yesterday and built the Embedded OS and installed the newest version of Holograms onto the system (4.2.0.10). I will need to touch base with the team in the near future to determine if they require me to have the newer software incorporated into the Embedded disk image that we deliver to the Navy.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Spent a bit of time catching up on older emails.
 - Worked on the Docker build I have been building at home.
- Out of Office
 - Will be working on MBARI campus ONLY on Tuesdays until further notice.

Week 25

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- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - Took some more vacation this week M & T for child care support during the school summer break. We are trying to determine when/if our local summer camps will resume or not this month.
 - Will tentatively need to continue working from home through the first month or so back to work depending on when after school resumes or if we are able to get daily child care/teacher.....

Week 24

- 704109 - NavDORISS
 - Planning to come in to campus next Tuesday to work on PC104 stack software upgrades as well as get trained in laser lab protocols.
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 - Took some more vacation this week M & T for child care support during the school summer break. We are trying to determine when/if our local summer camps will resume or not this month.
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Week 23

- 704109 - NavDORISS

- Coordinating the best day to work 'ad hoc' on-campus over the next few months with fellow co-workers in the Bld. B cubes and with the project team. Currently, the two options are Tuesdays or Thursdays.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Encountered a Docker upgrade issue (continually kept crashing on my Mac pro). Thankfully, Docker deployed a newer upgrade and that version worked. Spent far too much time trying to determine the issue before that though.
- Out of Office
 - Took a day of vacation this week to help with child care while Doug prepared for Board meeting.
 - Will tentatively need to continue working from home through the first month or so back to work depending on when after school resumes or if we are able to get daily child care/teacher.....

Week 22

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- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
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Week 21

- 704109 - NavDORISS
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- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Spent time this week working on a nav-data web display issue. Large nav-data record sets (>40,000/dive) seem to hit a limit in SQL server data sharing limitations. I am working with Rich and Mike to try and pin-point the cause. This issue tends to only affect long dive deployments (wfly multi-week expeditions, etc.,) where the vehicle is in the water for extended periods of time.
 - Ran into a docker "new-install" issue with some of my builds. Looking into it.
 - Have to take my daughter to the doctor Wed (today) and tomorrow following an accident earlier last week.
- Out of Office
 - Will tentatively need to continue working from home through the first month or so back to work depending on when after school resumes or if we are able to get daily child care/teacher.....

Week 20

- 704109 - NavDORISS
 - Reviewed and commented on Bill Kirkwood's NavDORISS return to work plan.
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- 901915 - Improving MBARI Data Impa

- 902005 - VARS Annotation Assistance
- Overhead
 - RT Dashboard work
 - Working with Rich S. to determine an issue with the EXPDB data format. Hope to figure this out this week.
- Out of Office
 - Will tentatively need to continue working from home through the first month or so back to work depending on when after school resumes or if we are able to get daily child care/teacher.....

Week 19

- 704109 - NavDORISS
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - Will tentatively need to continue working from home through the first month or so back to work depending on when after school resumes or if we are able to get daily child care/teacher..... Strange days to be sure.

Week 18

- 704109 - NavDORISS
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Special Leave - Working about half time with child care and home schooling. I will be available several hours a day (although those hours may vary depending on school assignments and needs).
 - Running some docker build tests.
 - Sorting through various on-line tutorials.
- Out of Office
 - Will tentatively need to continue working from home through the first month or so back to work depending on when after school resumes or if we are able to get daily child care/teacher..... Strange days to be sure.

Week 17

- 704109 - NavDORISS
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Helped Mike M. migrate the auv_ctd CVS project to bitbucket
 - Worked on building ELKG data dashboards.
- Out of Office

Week 16

- 704109 - NavDORISS
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Rebuilt VirtualBox and Vagrant development environment on new Mac with Catalina OS. I have begun testing Docker containers for Elasticsearch (E), Logstash (L), Kibana (K) and Grafana (G), as well as Superset (Adobe). This week I will be using pluralsight examples on building RT dashboards with these containers.
- Out of Office
 - March 30 - Apr 2: Vacation

Week 15

- 704109 - NavDORISS
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Spent time catching up on emails following vacation entire week before.
 - Watched several pluralsight videos using various technologies to build real time data dashboards.
- Out of Office
 - March 30 - Apr 2: Vacation

Week 14

- 704109 - NavDORISS
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - March 30 - Apr 2: Vacation

Week 13

- 704109 - NavDORISS
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - March 30 - Apr 2: Vacation

Week 12

- 704109 - NavDORISS

- 901602 - Data TAG: Addrss Eng Chng
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- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - March 30 - Apr 2: Vacation

Week 11

- 704109 - NavDORISS
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
- Out of Office
 - March 30 - Apr 2: Vacation

Week 10

- 704109 - NavDORISS
 - Working with Eric M. and Jim M. to build a SATA power cable that will run from the Falcon Fanout Board to the new Solid State Drive. I cannot move forward with formatting the drive and testing the stack functions until the cable is ready. Several cable pigtails have been ordered (one arrives today) so I am hopeful that I will be able to test the NavDORISS software soon.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
 - Sat in on the Data at MBARI talk for the External Review last week.
- 902005 - VARS Annotation Assistance
- Overhead
 - The next three days are miniROV dives on the Rachel Carson. These dives may prove to be the final quality checks for the updated MBARI Postcruise Web Form which is currently up and running. Part of the redesign was to include the miniROV and ships of opportunity in the postcruise list. I will be working closely with Lonny L. to verify that the miniROV updates were successful.
- Out of Office
 - March 30 - Apr 2: Vacation

Week 9

- 704109 - NavDORISS
 - Attended kick off meeting for the project on Monday
 - Assembled the PC104 stack version for the Navy as well as computer peripherals to install the OS on later this week. I have been in brief discussions with Erik Marin on the OS install as well.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Spent a little time this week updating certain aspects of the MBARI Precruise Web Form.
 - Next week there will be several miniROV dives. This will be a big test of the Postcruise web forms and database integration of the vehicle.

- Attended the External Review Data-Related talks this morning. They were well done and very well coordinated. :)
- Out of Office
 - March 30 - Apr 2: Vacation

Week 8

- 704109 - NavDORISS
 - Received new SSD card for NavDORISS and am mounting to a PC104 plate for the new system. Installing software on Project's new Surface Laptop. Beginning setup and power to Falcon Board, Fanout Board and MBARI Aux board. The project team will hold a meeting next week.
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- Overhead
 - Updated a few bits of code on the MBARI PostCruise Web Form this week. I expect to be cleaning up little "bugs" here and there for a while until the system has been truly vetted with use. Tried updating new code into SVN on kahuna but ran into a few issues with new SmartSVN client not being able to establish a connection to the server. I plan to dig into the issue this afternoon.
- Out of Office

Week 7

- 704109 - NavDORISS
 - I have assembled most of the hardware for the NavDORISS system. I ordered a new SSD card which should arrive this week. I will begin testing software on the system beginning tomorrow. I expect the need to update various software on the system including Holograms.
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- 901800 - LRAUV Payload & Support
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- 902005 - VARS Annotation Assistance
- Overhead
 - Lonny L. found a bug in the Postcruise web form that would not allow a registered user to add more than one dive at a time. This has now been fixed and I will be updating the main MBARI postcruise web link to point to the new form today or tomorrow.
- Out of Office

Week 6

- 704109 - NavDORISS
 - Building up new DORISS 2 board stack and power cords with Jim Montgomery.
 - Met with Peter Walz and Bill Kirkwood to view existing DORISS 2 system, took pictures and notes.
 - Will order a new Micro SSD card for the new system this week.
 - Have noted that several of the new system electrical drawings do not line up with the existing Falcon Board. I have noted the discrepancies and have alerted Bill K.
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
 - Attended an SE Group meeting to review extremely large time series data (e.g., LRAUV data structures) used with TimeScaleDB data models.
- 902005 - VARS Annotation Assistance
- Overhead

- Working with Lonny to locate a bug in the Postcruise Web Entry Form. The option to add multi-dives to one EXPD appears to still be problematic.
- Out of Office
 - Feb 10 - Vacation. Daughter does not have school this day (School holiday).

Week 5

- 704109 - NavDORISS
 - Working with Eric Martin on how to properly build NavDORISS Target Images
- 901602 - Data TAG: Addrss Eng Chng
- 901800 - LRAUV Payload & Support
- 901915 - Improving MBARI Data Impa
- 902005 - VARS Annotation Assistance
- Overhead
 - Trying to locate a bug in the Postcruise Web Form code that does not allow the entry of subsequent dives during multiple dive cruises (e.g., Western Flyer cruises). Will work with Lonny to diagnose and fix.
 - Had annual review this week with Kevin. We also discussed my project load for this year and best tactics on how to proceed.
- Out of Office