



On Meetings

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To Separate Meetings

- **Entire Meeting (all), every week (on Mon.)**
 - aims at sharing information over laboratory (15:00 →)
 - (1) administrative announcements
 - (2) reviewing papers
 - 5-10 min., in English
 - (3) research progress
 - Group A: Kabayama, Oishi, Nakano, Nakamura
 - Group B: Hu, Tsuchiya, Otaki, Kotsuki
 - 5-10 min., in English (w/o Nakamura & Nakano)
- **Team Meeting (group), every week (on Fri.)**
 - aims at specific discussion
 - Satellite Team: Hu, Kabayama (15:00 → 15:45)
 - DA Team: Oishi, Otaki, Tsuchiya, Nakano (15:45 → end)

At Each Presentation

- Please summarize following info at first
 - e.g. the second page following the cover page
 - (1) Research Objective
 - (2) Middle-range Goal (2-3 month goal)
 - (3) What you are doing and going to report

Such information is necessary for other members so that they can catch up your research.

top-down approach to think about what to do



time

(3) ongoing (now-a few weeks)

(2) middle (in 2-3 months)

(1) Objective (in 1-3 yrs)

An Example

- **Research Objective**

- To develop a local-particle-filter (LPF)-based global data assimilation system and port it to JAXA's system
- For the first step, we have implemented and tested LPF with an intermediate GCM a.k.a. SPEEDY

- **Middle range Goal**

- To submit a research paper to NPG
- To issue the SPEEDY-LPF on Github

- **What I am doing and going to report**

- To investigate better transform. matrix (w/ Oishi-kun)
- Under writing a manuscript

Logistic

- **Entire meeting**

- Chaired by the one who reviews papers
- Logistics will be done by Nakamura-san
 - wiki, google calendar, zoom, slack announcement
 - Calendar registration (including team meeting)

- **Team meeting**

- Chaired by Students/Staffs
 - Satellite team: Hu → Kabayama
 - DA team: Oishi → Otaki → Tsuchiya
- Chair should do
 - zoom setup, slack announcements
 - no wiki