

<i>Action item</i>	<i>Assigned to</i>	<i>Comments</i>	<i>Target date or date completed</i>
Formal letter to NOAA re: scheduling. A letter stating the funding decision time lines of other agencies and for making scheduling decisions is considered useful.	Chair with SSC chair and UNOLS Chair	Need to draft combined letter, Office will co-ordinate.	9/23/02
Formal recommendation for Continuous underway Seabeam data collection	Margo, Dale, Chair	Should this be expanded to other systems?	9/23/02
Formal recommendation for SDN/Computer technical support requirements	Chair	Provided input to sources sought which would contribute. Still need letter?	9/23/02
Add scheduling information to AICC website including Simon's procedure description for scheduling.	Office	OK I forgot	9/6/02
Include discussion of ROV operations at future meeting.	Chair	9/02 agenda item	9/24/02
Include discussion of Radiation Use Policy at future meeting.	Chair	9/02 agenda item	9/24/02
Discussion of clearance procedures at next meeting.	Office/Chair	9/02 agenda item	9/24/02
Work with State Department to ensure Coast Guard has the most accurate and up to date information for their cruise planning manual and procedures.			
AICC to put forth a formal letter of recommendations and the action item list will be for UNOLS and AICC members.	Chair/Office	List drafted accordingly, still need to formally transmit recommendations	9/23/02
Maintain active liaison with ARVOC.	Jim Swift & Bill Detrich	Jim liaison to ARVOC, Bill Detrich liaison to AICC	1/25/02
AICC to continue post cruise debriefs with two AICC members involved. Share with ARVOC as appropriate.	Chair and one other	SBI, Keigwin debriefs to be conducted when HEALY returns to Seattle.	10/31/02
Distill post cruise debriefs into action items & recommendations. Submit to PIs for review and then to Coast Guard/NSF.	Chair/Office	Done for 2001 cruises, to be completed after debriefs for 2002 cruises.	11/30/02
Update SOO information on the AICC Web Page.	Office	Done ≠ generic definition of SOO	3/01/02
UNOLS office remove outdated Ship Time requests from system.	Office	Ongoing	N/A