Action	WHAT	RESPONSIBLE	OTHERS
#1	Write the minute of the meeting	Catherine	Hervé
#2	Verify the grey list accommodate for BGC sensors	Thierry	
#3	Provide monthly snapshots for the metadata anomalies (Henry's template)	Antoine	
#4	Produce Biogeochemical-Argo document (operational point of view, good practices) "BGC-Argo for dummies".	Emmanuel	Antoine,Henry
#5	Provide a documentation in FAQ that BGC-floats can surface at regular interval or specific time.	Henry	
#6	Write a cookbook for BGC trajectory Btraj	Catherine	Jean-Philippe
#7	Provide sub-routines for calculation for variables and derived variables	Ken	
#8	Test netcdf4 format on merge file for the size	Thierry	
#9	Merge File (Bio and core profiles stored) write the documentation	Thierry	
#10	Interact with JCOMMOPS to improve the map representativeness.	Catherine	Henry, Mathieu, Anthonin
#11	Develop a restricted user-list to share tools and codes	Catherine	
#12	investigate the development of Shared DM Tools	Catherine	Henry, Virginie
#13	Investigate the quality of oxygen in the trajectory file to check whether we need to update the RT-QC test	all dm operators	
#14	Develop a QC test for hook O2	Cathy	Virginie, Henry
#15	Define an in air-based RT adjustment method for O2	Henry	Ken, Seth
#16	Update the Cookbook and the DOXY QC documents	Virginie	
#17	Finish the pressure dependence investigation of bromide absorption	Ken	
#18	Define an RT adjustment method for NO3	Ken	Raphaelle, Catherine
#19	Draft the QC documentation for NO3	Ken	Catherine, Orens
#20	Write the document processing pH at the DAC level	Ken	Catherine, Antoine
#21	Define an RT adjustment method for pH	Ken	Raphaelle, Henry
#22	Draft the QC documentation for pH	Ken	Catherine, Henry
#23	Deep /dark fluorescence signal: develop an operational procedure (Xing et al., in press) for implementation in RT Update the documentation accordingly	Catherine	Emmanuel, Hervé
#24	Deep /dark fluorescence signal: when CDOM data are available, implementation of a DM procedure	Xiao Gang	Herve
#25	Finish the NPQ investigation	Emmanuel	Xiao gang, Hervé
#26	Finish the investigation of the bias of factory calibration. Once published in peer-review literature, put the correction factor in the PREDEPLOYMENT_CALIB_XXX	Hervé	Emmanuel, Catherine
#27	Test the feasibility of DM QC monitoring drift at depth (raw data) and OCR surface	Antoine	Emmanuel
#28	Cross check of Chla and bbp for DM QC	Antoine	Emmanuel
#29	DM: Cross checks Kd-derived Chla and Fchla for DM metrics	Antoine	Xiao gang, Emmanuel
#30	Produce the documentation "processing CDOM at the DAC "level" (required for DM Chla)	Catherine	Emanuele
#31	correct the khi , angle and sensor at the DAC level	Antoine	Uday, Ken, Rebecca
#32	Update the processing "backscattering at the DAC level" document	Catherine	Emmanuel
#33	Update Tables 25 and 27 with MCOMS and FLBB_2K	Catherine	
#34	Compare and investigate the reason for the values of bbp at depth derived by different DACS in similar region might differ	Antoine	Emmanuel
#35	Test the feasibility of DM QC monitoring drift at depth (raw data) and OCR surface	Antoine	Emmanuel
#36	Develop a RT procedure based on clear sky model for irradiance range	Antoine	Emanuele, Emmanuel
#37	Draft the QC documentation for irradiance	Emmanuel	Emanuele, Catherine
#38	DM: Take into consideration the temperature dependence of the sensor dark	Antoine	Nathan, Emanuele