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Sent: 30 March 2000 08:08

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Subject: Actions from SPIRETeleconference 29th March

All,

Just a quick reminder of the agreed actions from yesterday:

- 1) All Project Managers update development plans in next 2 weeks, to enable Ken to prepare for Payload Review (in front of Bonnet) at end of May. Be realistic!
- 2) Colin send EMC questionnaire to Jean-Louis
- 3) All prepare answers to questionnaire & email to Colin before next telecon on Tuesday
- 4) Colin get ISO EMC doc into PDF & email
- 5) All send required delivery dates for commonly procured components to Ken. Generic at present eg 'Connectors', 'A/D converters' etc. Dates needed now, details needed in July.
- 6) Gerry sort out contact at Goddard for systems issues
- 7) Ken distribute list of reference documents for PDR, and assign responsibilities for 'missing' ones, eg system description document
- 8) Berend deal directly with Dustin on common structure interface for JFET box
- 9) Colin distribute working copies of IID-B
- 10) Ken " " IID-A
- 11) Dominique contact Gerry to sort out FTS position sensor pre-amp in JFET box
- 12) Colin arrange systems team meeting for early May, probably in Edinburgh
- 13) All send details of availability for early May to Colin

That all folks!

Colin

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