

Notes from
Project Manager's Teleconference
9th May 2001

Present: Riccardo, Lionel, Gary P, Jean-Louis, Ian, Peter, Joe, Matt, Jerry, Ken

Apologies: Berend

Missing: Dominique, Goran

1. Review of actions

010326-07 Don to issue an updated Shutter SSSD (due 15th April) - [Still Open](#)

010326-13 Bruce to Update the IIB PartB to reflect our decision of the number of cycles to be tested and the temperature at which life testing of mechanisms will take place (due 13th April) - [Still Open](#)

010402-03 Jerry to provide information of the parts Approval and Quality status for the JPL components (due date TBD) - [Still Open](#)

010402-05 Don to provide information of the parts Approval and Quality status for the Canadian components (due date TBD) - [Still Open](#)

010430-01 Ken to distribute a suggested format for the Monthly Reports (due 11th May) - [Still Open](#)

010430-02 Ken to distribute updated version of the DDR note (due 11th May) - [Still Open](#)

010430-03 All PMs to provide dates for their DDR meetings and completion date (due 11th May) - [Closed, discussed at this meeting - individual actions assigned](#)

010430-04 Matt to arrange teleconference on the DCU, with SAp and JPL (due 4th May) - [Closed, teleconf took place on 4th May](#)

2. Detailed Design Review Dates

Current planned dates are:

MSSL Structure: TBD
Berend to specify - **see action 01**

LAM Mirrors: TBD
Dominique to specify - **see action 02**

SBT Cooler: May 17th

JPL BDAs & FTB & RF Filters: June 18th-22nd
To be conducted through the Interface review (June 18-19th) and the CDR (June 21st - 22nd). This requires that the DCU-BDA interfaces are fixed before June 18th.
Jerry will provide a list of open items on this interface and circulate it to Sap, RAL, Matt - **see action 03**

QMW Filters & Calibrators August 31st
Peter to see if it could be earlier as this is almost the last possible date for a DDR to be able to make the documentation available for the IBDR - **see action 04**

ATC BSM July 10th
TBC by Ian - **see action 05**

LAM FTS
Dominique to specify - **see action 02**

USK Shutter TBD

It is proposed to hold a PDR on 17th July and follow this with a DDR in time for the IBDR. This will be confirmed by Don after agreement to the proposal by Matt and Ken
See actions 06 & 07

SAP DRCU & WIH & FPU Simulator TBD
Jean-Louis indicated that the date was dependant on having a FMECA ready, and that could not be provided before the end of June. This meant that the DDR could not take place until probably the end of July. The scope of this Analysis was one point that should be addressed at the next DCU-BDA teleconference. Bruce will put this on the agenda - **see action 08**

There was discussion about the late delivery of the DC-DC converter for the DRCU, which puts it on the critical path for the PFM delivery. Jean-Louis agreed to provide a note explaining the reasons for the long lead time for this component **see action 09**. A management teleconference will be organized to discuss this. It will follow on from the DCU-BDA teleconference.

IFSI DPU & OBS July 24th
In order to get the OBS defined it is necessary to get the instrument commands and telemetry defined. Ken took an action to organize a draft of an instrument operations document and to setup a meeting to discuss this some time at the end of June. Sap, LAM, RAL, Stockholm and IFSI will be invited - **see actions 10 & 11**.

SO DRCU Simulator TBD
Goran to specify - **see action 12**

RAL AIV Facility & EGSE TBD
Dave to specify - **see action 13**

3. Monthly Reports

The status of the reports was as follows:

MSSL
LAM
SBT Received
JPL Received
QMW Received
ATC Received
USK Joe will send by Friday - **see action 14**
SAP Jean-Louis will send by Friday - **see action 15**
IFSI Received
SO
RAL

4. AOB

1. It was emphasized that following the IIDR, the documentation of the subsystem designs is under change control. This means that any changes to design should now be formally approved by the appropriate person(s) before they can be incorporated into the documentation
2. We still need to know the use to be made of the RAL cold vibration facility. Peter and Ian (and anyone else who requires this facility) should indicate this ASAP - **see actions 16 & 17**.

Summary of Outstanding Actions:

010326-07 Don to issue an updated Shutter SSSD (due 15th April)
010326-13 Bruce to Update the IIB Part B to reflect our decision of the number of cycles to be tested and the temperature at which life testing of mechanisms will take place (due 13th April)
010402-03 Jerry to provide information of the parts Approval and Quality status for the JPL components (due date TBD)
010402-05 Don to provide information of the parts Approval and Quality status for the Canadian components (due date TBD)
010430-01 Ken to distribute a suggested format for the Monthly Reports (due 11th May)
010430-02 Ken to distribute updated version of the DDR note (due 11th May)
010509-01 Berend to specify the date of the Structure DDR (due 19th May)
010509-02 Dominique to specify the date of the Mirrors and FTS DDR (due 19th May)
010509-03 Jerry to provide a list of open items on the DCU-BDA interface and circulate it to Sap, RAL, Matt (due 15th May)
010509-04 Peter to see if the Calibrators & Filters DDR could be earlier than end of August (due 15th May)
010509-05 Ian to confirm the date of the BSM DDR (due 19th May)
010509-06 Matt and Ken to reply to proposal for reviews of the Shutter, leading to the IBDR (due 19th May)
010509-07 Don to confirm the date of the Shutter DDR (due 31st May)
010509-08 Bruce to ensure that the scope of the failure mode analysis is addressed at the next DCU-BDA teleconference (due date TBD)
010509-09 Jean-Louis to provide a note explaining the reasons for the long lead time for the DRCU DC-DC Converter (due 19th May)
010509-10 Ken to provide a draft of an instrument operations document (due June 4th)
010509-11 Ken to setup a meeting to discuss the instrument operations document some time at the end of June. Sap, LAM, RAL, Stockholm and IFSI will be invited (due 19th May)
010509-12 Goran to specify the date of the DRCU Simulator DDR (due 19th May)
010509-13 Dave to specify the date of the AIV Facility DDR (due 19th May)
010509-14 Joe to provide the Shutter monthly report for April (due 11th May)
010509-15 Jean-Louis to provide the DRCU monthly report for April (due 11th May)
010509-16 Peter to confirm the use by QMW/Cardiff of the RAL cold vibration facility (due 31st May)
010509-17 Ian to confirm the use by ATC of the RAL cold vibration facility (due 31st May)