

Notes from
Project Manager's Teleconference
14th May 2001

Present: Ian, Peter, Don, Jerry, Bruce, Berend, Dominique

Apologies: Ken; Matt

Not Present: Jean-Louis; Riccardo; Lionel

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 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) – Still Open (action will be passed on to someone (Doug) who might actually do it!)

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

010509-01 Berend to specify the date of the Structure DDR (due 19th May) – Still Open

010509-02 Dominique to specify the date of the FTS DDR (due 19th May) – Mirrors could be 8th June onwards – FTS still TBD

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) – Still Open

010509-04 Peter to see if the Calibrators & Filters DDR could be earlier than end of August (due 15th May) – Closed suggested date now 6 or 7th August

010509-05 Ian to confirm the date of the BSM DDR (due 19th May) – Will confirm next week

010509-06 Matt and Ken to reply to proposal for reviews of the Shutter, leading to the IBDR (due 19th May) – Closed - review schedule is o.k. as long as ICDs are closed at PDR

010509-07 Don to confirm the date of the Shutter DDR (due 31st May) – Closed – 17th July

010509-08 Bruce to ensure that the scope of the failure mode analysis is addressed at the next DCU-BDA teleconference (due date TBD) – closed – issue for DCU telecon

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) – closed – e-mail of 11-May from J-LA

010509-10 Ken to provide a draft of an instrument operations document (due June 4th) – Still Open

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) – Still Open?

010509-12 Goran to specify the date of the DRCU Simulator DDR (due 19th May) – Still Open

010509-13 Dave to specify the date of the AIV Facility DDR (due 19th May) – Cryostat DDR scheduled for 8 or 9th June – rest of AIV facility TBD.

010509-14 Joe to provide the Shutter monthly report for April (due 11th May) - closed

010509-15 Jean-Louis to provide the DRCU monthly report for April (due 11th May) – Still Open?

010509-16 Peter to confirm the use by QMW/Cardiff of the RAL cold vibration facility (due 31st May) – Still Open

010509-17 Ian to confirm the use by ATC of the RAL cold vibration facility (due 31st May) – Still Open

2. AOB

Ian wants a meeting to discuss SMEC/BSM electronics interface; launch latch and co-operation on flex pivots – action 18

Pete needs some resolution of the BSM launch latch issue in order to complete the PCAL interface. Pascal will send Ian details of the launch latch proposed for the SMEC – action 19

Berend is still nagging for the closure of the mechanical interfaces and needs drawings from JPL for the BDAs and definition of the beams exiting the top of the instrument from Tony as there is some inconsistency here. (note Tony has now provided a note on this subject SPIRE-RAL-NOT-000694 and is in discussion with John Coker)

Jerry JPL wish to close their interfaces before the meeting on the 21/22 June. Jerry requested confirmation of who will attend that meeting from the project – action 20.

Don There will be a telecon on the shutter on the 23rd May.

Summary of Outstanding Actions:

010326-07 Don to issue an updated Shutter SSSD (due 15th April)

010326-13 Doug Griffin 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)

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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)

010514-18 Ian/Dominique to set up a SMEC/BSM electrical interface meeting (due 31st May)

010514-19 Dominique to request Pascal to send details of SMEC launch latch to ATC (due 19th May)

010514-20 Bruce to confirm who will attend the JPL BDA review on the 21/22 June (due 19th May)