

**Notes from**  
**Project Manager's Teleconference**  
**21<sup>st</sup> May 2001**

**Present:** Riccardo, Gary, Ken, Lionel

**Apologies:** Don, Ian, Jean-Louis, Bruce, Matt

**Not Present:** Peter, Jerry, Berend, Dominique

### 1. Review of actions

Note: Actions from last meeting have been renumbered

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

**010326-13** Doug 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 13<sup>th</sup> 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 - new due date 25<sup>th</sup> May

**010430-02** Ken to distribute updated version of the DDR note (due 11th May) – Still Open -new due date 25<sup>th</sup> May

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

**010509-02** Dominique to specify the date of the FTS DDR (due 19<sup>th</sup> May) – Still Open

**010509-03** Jerry to provide a list of open items on the DCU-BDA interface and circulate it to Sap, RAL, Matt (due 15<sup>th</sup> May) – Still Open

**010509-05** Ian to confirm the date of the BSM DDR (due 19<sup>th</sup> May) – Still Open

**010509-10** Ken to provide a draft of an instrument operations document (due June 4<sup>th</sup>) – 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 19<sup>th</sup> May) – Still Open

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

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

**010509-15** Jean-Louis to provide the DRCU monthly report for April (due 11<sup>th</sup> May) – Closed

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

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

**010514-01** Ian/Dominique to set up a SMEC/BSM electrical interface meeting (due 31<sup>st</sup> May) - Still Open

**010514-02** Dominique to request Pascal to send details of SMEC launch latch to ATC (due 19<sup>th</sup> May) - Still Open

**010514-03** Bruce to confirm who will attend the JPL BDA review on the 21/22 June (due 19<sup>th</sup> May) - Still Open

### 2. AOB

The USK development Plan is being updated and Don would like examples of an SSSD and a development plan - Ken will do this: **Action 01**

Outcome of the Cooler DDR is being discussed by the Project team - see the minutes from that

meeting

**Summary of Outstanding Actions:**

- 010326-07** Don to issue an updated Shutter SSSD (due 15th April)
- 010326-13** Doug 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 13<sup>th</sup> 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 25th May)
- 010430-02** Ken to distribute updated version of the DDR note (due 25th May)
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- 010509-16** Peter to confirm the use by QMW/Cardiff of the RAL cold vibration facility (due 31<sup>st</sup> May)
- 010509-17** Ian to confirm the use by ATC of the RAL cold vibration facility (due 31<sup>st</sup> May)
- 010514-01** Ian/Dominique to set up a SMEC/BSM electrical interface meeting (due 31<sup>st</sup> May)
- 010514-02** Dominique to request Pascal to send details of SMEC launch latch to ATC (due 19<sup>th</sup> May)
- 010514-03** Bruce to confirm who will attend the JPL BDA review on the 21/22 June (due 19<sup>th</sup> May)
- 010521-01** Ken to send example SSSD and Development Plan to Don