

Notes from
Project Manager's Teleconference
11th June 2001

Present: Ken, Ian, Gary, Lionel, Jean-Louis, Riccardo, Joe, Jerry, Berend, Don, Peter.

Apologies: Bruce, Matt

Not Present: Dominique

1. Review of actions

010326-07 Don to issue an updated Shutter SSSD (due 30th June)

- 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 13th June)

Closed

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

- Still Open

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

- Still Open - Not before end July 31st

010509-02 Dominique to specify the date of the FTS DDR (due 19th 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 15th May)

- Closed

010509-10 Ken to provide a draft of an instrument operations document (due 30th June)

- Still Open - Sunil is doing this

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)

- Closed

Proposed date is 9th and 11th July

Christophe can't attend, but Jean-Louis can for 1 day

(Subsequent to meeting Didier confirmed he could attend so date will be confirmed)

Action 01: Ken to confirm date of OBS meeting and to circulate draft agenda (due 29 June)

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)

- Still Open

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

- Still Open, now due 25th June

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

- Closed - Expected beginning December 2001 - **Action02:** Ian will send email with info on the number of campaigns foreseen and the approximate dates

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

- Closed

- ICD review will take place on 18th but Berend is not required for this, provided he can see interfaces and sign off drawings by the end of the month.

- Detector summit will take place 19-20th

- Peer Review is rescheduled to July 30th - Jerry would like Frederick to come to JPL before CDR, Jean-Louis will look into this

010530-01 Dominique to clarify whether an MCU-BSM ICD is available or planned to be written (due 15th June) -

Still Open

2. Monthly Reports

Everyone seemed happy about reporting using the template provided. The following reports had been received:

- ATC - Y
- Cardiff - Y
- Sap - to be sent by end of week
- IFSI - to be sent by end of week
- LAM
- MSSSL - Y
- RAL
- JPL - to be sent today
- USK - to be sent by end of week - a problem with the cryoharness definition has been identified and an email will be sent to John.
- SBT - Y

During the discussion, someone raised the problem of easily identifying the documents in a livelink folder (particularly the difficulty of finding their Document Number)

Action 03: Ken to devise, and get implemented, a livelink report to display document information for a given folder

3. Consortium Meeting

Ken reminded everyone of the PM session of this meeting and that if PMs were not attending it would be expected that Co-Is would take their place.

4. AOB

- John and Doug will be attending the next EMC WG meeting this week and are expected to provide the SPIRE decision on use of the DC/DC converter sync line. They had asked Christophe for his views, but had no reply. Jean-Louis said he would get Christophe to contact John before he left for the meeting
- PT#12 Minutes will be distributed this week. All PMs should read them carefully.
- Gerry sent comments on the CEA-JPL MOU - but J-L hasn't seen them as they were only sent to Laurent.
Action 04: Gerry to send copy of his comments on the CEA-JPL MOU to Jean-Louis (Due 15 June)
- Berend is waiting for updates to the mass of subsystems from PMs so that he can update the structure model in order to provide the mechanical specifications. All inputs should also be copied to John and Colin for inclusion into the Budget spreadsheet.
- Jean-Louis said he is still waiting on a final decision on the DRCU grounding scheme. The delay is causing a schedule slip. John should decide this matter urgently.
Action 05: John to notify Sap of the grounding scheme to be used for the DRCU (due TBD)
- Christophe has sent several documents as input to the recent DCU telecon. These documents should be commented upon as soon as possible
- Mounting area available on the structure cover is now at a minimum due to optical constraints (clearance now stands at 4mm c.f. previous value of 7mm, which is incompatible with the requirements?) Berend is checking this clearance with HIFI, but we need to raise this at the IID B meeting with Alcatel.
- Shutter electrical and mechanical I/F is expected to be defined by the end of June, in time for the for the DDR on 17th July
- The Shutter launch latch is to be monitored by the spacecraft. In order to do this Alcatel require that a microswitch be used to indicate the latch position. This might need more wires in the shutter harness - john will be notified.

5. Summary of Outstanding Actions

010326-07 Don to issue an updated Shutter SSSD (due 30th June)

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

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

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010509-13 Dave to specify the date of the AIV Facility DDR (due 19th May)

010509-16 Peter to confirm the use by QMW/Cardiff of the RAL cold vibration facility (due 25th June)

010530-01 Dominique to clarify whether an MCU-BSM ICD is available or planned to be written (due 15th June)

010611-01: Ken to confirm date of OBS meeting and to circulate draft agenda (due 29 June)

010611-02: Ian to send email with info on the number of RAL cold vibration campaigns foreseen and the approximate dates (due 29th June)

010611-03: Ken to devise, and get implemented, a livelink report to display document information for a given folder (due 29th June)

010611-04: Gerry to send copy of his comments on the CEA-JPL MOU to Jean-Louis (Due 15 June)

010611-05: John to notify Sap of the grounding scheme to be used for the DRCU (due ASAP)