# Minutes of SPIRE Project Team Meeting 12
## QMW    8 June 2001    SPIRE-QMW-MOM-000726

Present:   John Delderfield, Matt Griffin, Ken King,  Sunil Sidher Berend Winter

## 1    Review of actions from previous meetings (blue =still open)

| No. PT-04-xx | Actionee | Description | Priority | Deadline | Status |
|---|---|---|---|---|---|
| 01 | KJK | Write WE integration and test plan | High | Oct. 2001 | Open. Needed for IBDR. |

| No. PT-10-xx | Actionee | Description | Priority | Deadline | Status |
|---|---|---|---|---|---|
| 01 | DG | Issue guideline for FME which should be included as part of subsystem DDR documentation | Medium | May 18 | Open - now high priority.  KJK will talk to Doug on Monday. |
| 02 | MJG | Review Jason Glenn's proposal for FTS feedhorns, do necessary modelling and tradeoff, consult with Jean-Paul, and decide by writing a formal design note. | High | May 25 | Closed - will be discussed and formalised at the Consortium Meeting |
| 03 | JD | Provide list of items in the IID-B for which SPIRE needs information from Alcatel side to define. | Medium | May 18 | Closed -  by highlighting in red in latest draft sent to ESA and Alcatel by JD |
| 04 | MJG | Arrange for QMW to evaluate filter suppression. | Medium | May 31 | Open - has been done but not documented yet.  Now we need to have analysis of susceptibility of the system to such stray light contamination. |
| 05 | KJK | Revise and reissue the DDR plan note circulated previously. | High | May 11 | Closed |
| 06 | KJK | Write list of what RAL PA person should be doing at this stage | Medium | May 31 | Closed |
| 08 | KJK | Send comments on CEA-JPL MOU to SAp and JPL | High | May 11 | Closed |
| 09 | BMS | Write short note on SPIRE ideas for revised spacecraft AIT programme | Medium | May 18 | Closed |

| No. PT-11-xx | Actionee | Description | Priority | Deadline | Status |
|---|---|---|---|---|---|
| 01 | KJK, ES | Review Monthly Report standard template and issue new version to be adopted by all institutes in future. | High | To be sent out in time for this months reports. | Closed |
| 02 | BMS, JD, DKG | Agree scheme for document configuration and change control | High | May 23 | Closed. Scheme is nearly in place.  Ken wants to see it written down.  New action: |

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|---|---|---|---|---|---|
| | | | | | JD write note to Eric Clarke Revise Document Management Plan. Deadline = |
| 03 | BMS | Send MJG latest BDA SSSD and list of Rec/Dels with dates | | May 23 | Closed |
| 04 | MJG | Revise JPL BA accordingly and circulate new version | | May 28 | Closed |
| 05 | KJK | Send comments on JPL-CEA MoU to CEA and JPL | | May 28 | Closed |
| 06 | C. Cara | Circulate draft DRCU spec. doc. | | May 25 | Open. |
| 07 | All PT members | E-mail MJG with availability  for meeting with Alcatel in last week of Sept. | | May 23 | Closed |
| 08 | C. Cara | Complete Design Desc. and interface document for DRCU | | May 31 | Open |
| 09 | ES | Investigate possibility RAL doing internal harnesses for all subsystems. | | June 8 (TBC) | Open |
| 10 | KJK | Update DDR dates list following today's Project Managers' telecon | | May 23 | Closed |
| 11 | DKG | Request Lionel Duband to work out cooler hold time vs. Level 1 temp. (over 4-8 K range), assuming fixed 0.3 K load. | | May 25 for request; ASAP for analysis. | Closed - Analysis on going. New action on JD to find out status. |
| 12 | JD | Send IID-B Chapter 5 update to ESA and Alcatel | | June 1 | Closed |

**Action 1:  JD to find out status of Lionel Duband's analysis of the effect of 4-K interface temperature on the cooler hold time.  Deadline:  June 15**

**Action 2:  JD write note to Eric Clarke proposing scheme for configuration control. Deadline: June 15**

## 2    Project Management Issues

### 2.1    Monthly reports

Reports were due June 1. So far only two have been received (from ATC and SBT). Our monthly report is due to Alcatel by June 8.  KJK will again stress the importance of monthly reports at the telecon on Monday. Project reporting will be looked at in detail at the Cardiff Managers' meeting. Current Development plans are generally not at level at which they can be reported against.

### 2.2    System Engineering  issues

The organisation and operation of the Systems Engineering team needs to be made more clear.  This will also be covered at the Cardiff meeting, with the main points being as follows.

- For formal purposes, the consortium should regard John Delderfield (Systems Engineer) and Bruce Swinyard (Instrument Scientist) as points of contact on Systems issues.  Having these two individuals available shares the workload and provides cover in the event of one being unavailable

for any reason. John will concentrate on engineering design and documentation, and Bruce will concentrate on scientific or instrument performance trade-offs. Doug Griffin is acting as assistant Systems Engineer in support of John and Bruce. Colin Cunningham is in charge of maintaining the instrument budgets. To avoid multiple points of contact, he will do this in liaison with John, who will act as the point of contact for formal communication.

- Formal communication between SPIRE institutes should be via Project Managers. There should also be a single point of contact in each institute with whom the Systems team can always use for communication. This may be the institute PM, or someone else if appropriate. PMs are always expected to be fully aware of what is going on in their institutes, and of the priorities at project level, and to report and receive information at the weekly management telecons.

- These formal lines of communication should not stifle rapid and efficient discussion by phone, e-mail, meetings, etc. between individuals and small groups. The principle is that the results of such discussions have no status until they are fed into the appropriate channels of communication and documented properly.

- To the maximum extent possible, Systems Engineering is to be carried out by working on project documents. Subsystems have the responsibility to document their designs/ interfaces/proposals/ queries and will receive comments on them from the Systems Engineering team.

- The Systems Design Coordination Team responsible for formal decision-making (for instance, approving a change to an interface or budget allocation that has significant system impact) is as presented at the IIDR, and previously the November Systems Design Review (See, e.g., slide 18 of Ken King's IIDR presentation on Project Management). For practical purposes, Berend Winter will be added to this team.

- Telecons and meetings ("summits") will be arranged as necessary by John and Bruce to focus on specific issues.

### 2.3 Documentation and configuration control

**Action 2: Eric Clarke to update the *SPIRE Document Management Plan* to reflect the new scheme for interaction of institute PMs with the documentation configuration control system. Deadline June 29.**

**Action 3: JD/KJK to formulate and clarify the system for tracking technical open items.**

### 2.4 PA

Eric Clarke attended the Contamination Working Group meeting. We have two weeks to respond to proposed contamination budgets.

**Action 4: EC to study the proposed contamination budgets in consultation with Bruce Swinyard and make recommendation to JD.**

Black materials - there is no overall commonality plan, but instruments are not excluded from getting together and using the same black material if they choose.

### 2.5    MOUs

### 2.5.1    JPL Business Agreement

This is nearly finished.  MJG is awaiting feedback on text from JPL and new Rec/Dels list.
The Rec/Dels list will appear in the main text without dates and as an Annex, with dates.

### 2.5.2    JPL-CEA MOU

The Project Team has have provided comments and Laurent Vigroux has responded.

### 2.6    Schedule:

No updates. Warm electronics issues to be discussed at a separate telecon this afternoon.


## 3    List of new actions from this meeting

| No. PT-12-xx | Actionee | Description | Priority | Deadline | Status |
|---|---|---|---|---|---|
| 01 | KJK | Confer with Doug Griffin on Monday June 11 about formulation of guidelines for FEA to be carried out for subsystem DDRs | High | June 11 | |
| 02 | EC | Update Document Management Plan to reflect new scheme for interaction of institute PMs with the documentation configuration control system | High | June 29 | |
| 03 | EC | Write a document describing the configuration control system (for internal RAL use) | High | June 29 | |
| 04 | EC | Study the proposed contamination budgets in consultation with Bruce Swinyard and make recommendation to JD. | Medium | June 29 | |