

**Minutes of SPIRE Project Team Meeting 13 SPIRE-RAL-MOM-000772
RAL 20 July 2001**

Present: Eric Clarke (parts), Doug Griffin, Matt Griffin, Ken King, Eric Sawyer, Bruce Swinyard,

Agenda:

1 Review of outstanding actions from previous meetings

No. PT-04- 0570	Actionee	Description	Priority	Deadline	Status
01	KJK	Write WE integration and test plan	High	Oct. 2001	Still Open. Needed for IBDR.

No. PT-10- 0682	Actionee	Description	Priority	Deadline	Status
01	BMS To be done by DG	Issue guideline for FME which should be included as part of subsystem DDR documentation	Medium	May 18	Closed
04	MJG	Arrange for QMW to evaluate filter suppression.	Medium	May 31	Open, not yet documented

No. PT-11- 0712	Actionee	Description	Priority	Deadline	Status
06	C Cara	Circulate draft DRCU spec doc		May 25	Closed
09	ECS	Investigate the possibility of RAL doing all UK internal harness			Closed. Baseline is for RAL to do all UK subsystems: PCAL SCAL Thermal BSM + Cooler on a reimbursement basis

No. PT-12- 0726	Actionee	Description	Priority	Deadline	Status
01	KJK	Confer with Doug Griffin on Monday 11/6/01 about formulation of guidelines for FEA to be carried out for subsystem DDRs	high	June 11	Closed, ref meeting with ESA SPIRE-ESA-MOM-00747
02	EC	Update the management plan to reflect the new scheme for interaction of institute PMs with the documentation configuration control system.		June 29	
03	EC	Write a document describing		June 29	

		the configuration control system for internal RAL use.			
04	EC	Study the proposed contamination budgets in consultation with Bruce and make a recommendation to JD		June 29	Closed, levels are acceptable as proposed by ESA on the basis that the aperture will be covered by the shutter or a removable cover when not inside the Herschel cryostat

Actions raised during this meeting

No. PT-13- 0772	Actionee	Description	Priority	Deadline	Status
01	DKG	Initiate project e-mail box	high	27/7/01	
02	all	Use the 'out of office reply' system		On going	
03	KJK	Send ESA aprogress report for JUNE		27/7/01	
04	BMS DKG	Bruce and Doug to talk to John and distribute a draft list of documents showing approval status.		3/8/01	
05	BMS	Bruce to propose a logical scheme for the documents on live link.		3/8/01	
06	MJG	Matt to meet with Ken to discuss the outstanding MOUs		3/8/01	
07	DKG	Check scope for increasing the thermal load on the detector box		27/7/01	
08	BMS	Check orientation of the BDA for the spectrometer		27/7/01	
09	ECS	Discuss the mirror to mirror mount interface with MSSL.		27/7/01	
10	System team	develop a strategy for dealing with power increase.		31/7/01(progress meeting with Gavazzi	
11	ECS	Outline new document scheme at the next telecon		Next telecon	
12	KJK	Ask for copy of PACS MOU		31/7/01	
13	ECS	Seek confirmation of DDR dates		27/7/01	

General comment : We need to keep an open items list, not just a list of actions - agenda will be changed to incorporate this.

Proposal for tracking and recording information, e-mails etc.

Incoming information should be distributed to multiple recipients and copied to the project office.

A system for assessing important requests for information to be implemented.

Action on the system team to devise a system for this control.

A database could be established to record each individual's actions.

A daily "get together" could be arranged to record and distribute actions.

A system based on Outlook mail boxes could be established with a top level "Spire project" mail box and individual sub mail boxes. Recipients of important e-mails transfer them to Spire project mail box. At the daily get together they establish who is responsible for the action and the e-mail is transferred to the individuals mail box.

Team members should use the "out of office reply" when away for a significant period of time, and specify an alternative recipient.

[Doug to initiate this system.](#)

2 Project Management Issues

2.1 Management Reporting and Control

Progress reports:

Monthly progress reports are still erratic, and need to be pursued vigorously.

Report to ESA must be sent each month, even if subsystem reports are not available, by Ken.

Eric shall collate hardware subsystem reports, and send to Ken for inclusion in the overall report.

[Ken to send to ESA a report for June.](#)

2.2 Document change and configuration control

Documents issued for the DDRs shall be considered to be under change control,

Most of the system level documents should now be mature enough to be under change control.

Interface documents, sub system specification, software specifications, PA plan and test plan shall be controlled by RAL (configuration control).

There are other documents that need to be controlled in some manner. A document status list should be implemented to track the document status.

A meeting to be held to identify the documents, their status and who authorises them etc., [Bruce and Doug to talk to John and distribute a draft list of documents showing approval status.](#)

This topic to be discussed further off line.

[Bruce to propose a logical scheme for the documents on live link.](#)

[Eric to outline this scheme at the next PM telecon.](#)

2.3 PA

ADP contents list has been circulated. Some comments have been received.

Request for materials lists has been sent, little response so far.

Request for FMECAs has been sent, little response so far.

Two ECRs received from LAM.

Scheme will be implemented for tracking DDR RIDs.

2.4 Business Agreements

JPL

SSSD to be approved before the Business Agreement can be signed off.

Others

MOUs with Italy and Canada are outstanding, copies of agreements to be requested, the project could draft a skeleton, [Action on Matt to meet with Ken to discuss the agreements.](#)

Post delivery support will be required and should be included in the agreements.

LAM

LAM will support optical integration and alignment, but not be responsible for it.

CEA

Support for integration and test (test engineer) is required.

IFSI

Software support and maintenance is planned, some in house expertise is required.

Vibration levels on BDA

Note on the vibration problems agreed and will be sent to ESA. A telecon is planned for next week, in time for the BDA review.

[Check scope for increasing the thermal load on the detector box.](#) [Action Doug.](#)

2.5 Schedule:

IIDR subsystem schedules have been sent to ESA, these are not consistent and will be questioned by ESA.

IFSI and MSSL have supplied updated schedules.

LAM have sent an e-mail pointing out non compliance with the milestone list.

3 Instrument Issues**Optics.**

Optical configuration file has an error, Tony Richards has been to check this.

Spectrometer mirror 12 sizing in question, being addressed.

[Orientation of the BDA for the spectrometer has to be checked.](#) [Action on Bruce to progress.](#)

Micro vibration may be a problem for the SMEC.

Interface between mirrors and mirror mounts needs confirmation. [Eric to discuss further with MSSL.](#)

Further work needs to be done on the electronics interfaces.

Cryo harness spec is nearly finished.

Detector harness scheme proposed by MSSL, will be assessed by the system team.

Requirements on the Calibrators needs to be reviewed. In particular the requirements for the hot source in SCAL.

Power dissipations. DPU now requires more power. The project does not accept this increase and IFSI was given an action to explain this increase. System team to develop a strategy for dealing with this. Strategy required by 31/7/01 (progress meeting with Gavazzi)

3.1 OBS and Instrument Control

Recent OBS meeting has revealed some worrying features with regard to instrument commanding.

Hardware delays have knock on effect on the software due to staff limitations. A schedule for the combined instruments including resources has been requested (31/7/01). A new development plan has been requested, action on IFSI.

DPU progress meeting.

Possible delay of 80 days has been announced. Meeting with ASI and Gavazzi.

Reasons for delay:

ESA CCP has implemented an alternative FPGA which has a new library.

Mil spec component change.

Start up software spec was late.

Plus other reasons.

ASI recognise the problem, they will employ a PA person and extra support for IFSI, who are now responsible for monitoring the contract.

Detailed schedule and test plans requested by 17/7/01, but not received at RAL yet.

4 ICC Issues

Not Discussed

5 Meetings:

IBDR

Date should be paced by the subsystem DDRs.

5.1 Detailed design Reviews

5.1.1 Planned Dates for other DDRs

Latest summary:

- Mirrors: Complete
- FTS: Some time in September. MCU and SMEC should be reviewed together.
- DRCU/WIH TBD.
- Structure/thermal straps 15 August, may be a dry run on this date, with a formal DDR at a later date.
- DPU: Not decided yet
- AIV-EGSE: 7/9/01
- BDAs:/JFETs 30/7/01, NASA review, formal DDR done by a document review possibly at the next quarterly meeting.
- Filters/calibs: End August TBD
- BSM: 30/7/01 may be changed
- OBS Requirements review 30/7/01
- Shutter PDR: July 17
- Cooler Complete

6 Progress on Open Issues

None discussed

7 AOB

Nothing raised