

**Minutes of SPIRE Project Team Meeting 9 SPIRE-RAL-MOM-000773
RAL 2 April 2001**

Present: Matt Griffin, Ken King, Bruce Swinyard

1. Review of outstanding actions from previous meetings

No. PT-01-xx	Actionee	Description	Priority	Need and Date	Status
08	MJG	Raise parallel mode with Albrecht Poglitsch at November FST	Low	For Systems Review	Discussed at FST New action to define what we need - MJG/BMS write a technical note on what we think should be implemented.

No. PT-03-xx	Actionee	Description	Priority	Deadline	Status
11	BMS	Write requirements document for the FPU simulator.	Low	16/10/2000	JLA has done it. BMS needs to comment on it

No. PT-04-xx	Actionee	Description	Priority	Deadline	Status
01	KJK	Write WE test plan	High	Dec. 20	Open. Status changed. Needed for IBDR. Revised deadline Oct. 2001
03	KJK	Issue doc. detailing how configurable items will be dealt with after the review	High	15 Nov. 2000	Closed. Dave Kelsh has written Configuration Management Plan. Minor changes for IIDR issue.
05		Review and comment on the SIRD	High	4 Nov. 2000 Defer to Dec. 5.	Closed

No. PT-05-xx	Actionee	Description	Priority	Need and Date	Status
04	TGD/ KJK	Ask Paolo Saraceno for clarification on issue of level of effort available from Giovanni Bisaglia.	Low	6 Nov.	Closed. Answer is 50%. But participation of Padua in ICC is under discussion in Italy. Need someone to work before July meeting. Paolo is working on it.

No. PT-06-xx	Actionee	Description	Priority	Need and Date	Status
03	JD	Identify what connectors needed for FPU so that this information can be fed into the CPP programme in time for the 12/13 Dec. meeting	High	Dec. 7	Still open. USA not participating in CPP. Canadians will pick from parts list. U: need list of MDMs and thermistors. Revised: JD to put together preliminary list of numbers and types of

					connectors and thermistors. MUST be done within two weeks.
04	BMS	Ask JD to consult VH on getting equivalent circuit description of the detector and cold amplifier combination	Medium	Nov. 22	Closed
07	TGD	Produce note on the ICC Development Plan including summary of the effort available.	High	Dec. 7 (Needed for SPIRE UK cost review)	Cancelled - ICC management to be discussed at this meeting.

2. IIDR preparation

The IIDR Draft Agenda and Plan note of March 27 was reviewed and updated

- KJK to monitor document provision and arrange for electronic distribution
- Distribution to ESA by placing on Livelink
- External Review Board members will be Gordon Stacey and Otto Bauer
- Gordon needs access to docs. Either through authorised access to Livelink or ftp site
- Otto has access to Livelink

List of documents to be issued for the review

No.	Title	Responsible	Status
1	Design Description Document	DG BMS MJG	MJG, BMD, DKG to review by phone on Thursday, maybe Friday. Final version to be approved by BMS for distribution April 13.
2	IID-B	JD BMS	Wiring diagram and budget docs updated. Chap. 4 has been updated. Chap 5 is the important one to work on. Chap. 9 AIV stuff: Needs discussion with Alcatel. Will be out to ESA by end of this week. ESA to distribute to Alcatel.
3	Qualification Requirements	BMS	Now on Livelink Note: Verification Requirements are in the IRD.
4	AIV Plan		Now on Livelink.
5	FPU Integration Plan	BW	Not here yet (BW promised it by Friday last week) To be reviewed by JD and BMS for issue on Apr. 13
6	Alignment Plan	BMS	BMS has it and will review. Will be ready by Apr. 13.
7	Product Tree	KJK	To be updated for issue April 13
8	WBS	KJK	To be updated for issue April 13
9	Milestone List	KJK	Has been issued. LAM have sent updated Mirror DP what is consistent with milestones. Still need FTS DP.
10	Master schedule	KJK	KJK to produce boiled-down version for April 13.
11	Dev. Plan. Overview	KJK	Draft to be ready for review by BMS/MJG by April 5 Note: New version of JPL BAD will be available - could stand as JPL DP (although not approved).
12	Subsystem Development Plans	KJK	To be included in appropriate pdf form in April 13 distribution.

13	PA Plan		Needs review by BMS/KJK then ready for issue
14	Configuration Control Plan		Now done. Quick review by JD needed. To be issued April 13.
15	Management Plan		MJG has produced semi-revised version for CNES review. KJK to update for final review. To be issued April 13 if possible.
16	GSE Several docs needed here? Looks like damage-limitation needed	BMS/KJK	BMS to prompt Berend on MGSE OGSE is in Alignment Plan so that's OK MGSE should be in FPU integ plan EGSE - we can copy what PACS have done adding SPIRE-specific features AIV Fac. Doc. req. doc exists BMS to review before issue.
16	OBS URD	KJK	Already exists. Is there an updated version?. Include in set for April 13 distribution.
17	SRD	MJG	Same version as in Nov. - MJG to check if any updates needed. Distribution April 13
18	IRD	BMS	Basically same version as in Nov. Needs a little update. BMS to do this. Distribution April 13
19	OMD		Same version as in Nov. - MJG to check if any updates needed. Distribution April 13
20	SSSDs for: FTS BSM Cooler BDAs Calibrators Optics Structure DRCU DPU Thermal Straps Filters Shutter	BMS/KJK/JD	Being done as they come in. FTS: version out of date needs significant update BSM: last is June 2000 Fine (temp. fluctuation needs to be addressed) Updated v1.7 looks OK PCH to write by Friday OK BMS reading it now In hand In hand Doug to try OK GRD to provide a new one
21	Key ICDs DPU-DRCU DRCU-FPU Harness definition Mechanical FPU	BMS/JD/BW	List not sent to ESA yet. Christophe providing chapter to Riccardo Berends FPU Mech. Interfaces ICD is fine Lionel is sending drawing for cooler Electrical ones now in hand. JD has produced system harness definition doc.
22	Budgets Doc.		Exists and to be distributed in Excel form.
23	Document Tree		JD's document updated from Nov. Review.
To be provided on best efforts basis			
24	Technical notes and papers		MJG Toledo paper KD SPIE optics paper MC SPIE diffraction analysis paper BMS SPIE FTS paper TR Stray light model Cooler?
24	Test Reports		BMS to compile Detectors: Jamie's draft detector paper?. Adam's test report from detector selection meeting. Info on JFETS? Cooler: TRP report

			Calibrators: Report on PCAL and SCAL from QMW FTS: Need something on this - BMS to chase LAM on getting test report compilation. Should include MCU test report BSM: MJG to ask Ian Pain Structure: ? Warm electronics: ?
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The following documents have already been sent to ESA on March 30 (by placing on Livelink with e-mail to Thomas and Astrid):

Sent

1. But Budgets Doc. And System Harness Doc. Sent out.
2. Qualification Requirements Document
3. AIV plan
4. DDD table of contents
5. Draft agenda for the IIDR

Note sent yet

6. Updated IID-B - not ready yet - will be sent out well in advance of Alcatel meeting
7. Alignment Plan - not yet
8. List of key ICDs - not yet

Next steps:

Mon	2	Apr	Today's project team meeting
Thu	5		Review of DDD [MJG/BMS/DKG] by phone
Fri	6		Update on document status [MJG/KJK/BMS] by phone
Fri	13		Final distribution of documents. Need to include explanatory note to assist reviewers in assessing them.

Note: MJG is on holiday from 7 - 17 April (contactable by mobile)

3. Alcatel meeting preparation

- Meeting is on April 17-19 in Cannes
- Attendance shall be MJG, KJK, BMS
- MJG not available to prepare presentation for day 1: BMS and KJK to compile.

4. Summary of new actions from this meeting

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| 1. MJG /BMS write tech. Note on PACS/SPIRE Parallel mode | May 30 |
| 2. MJG devise temperature stability spec. for the shutter | Fri. Apr. 6 |
| 3. MJG/BMS phone Berend Winter on Structure document | Wed. Apr 4 |
| 4. BMS ask DKG to write first draft of Thermal Strap SSSD | Tue Apr. 3 |
| 5. BMS to review PCH document on Calibrator software requirements | Fri. Apr 6 |