ICC Definition Team Meeting

Friday 20th June 2001

ICSTM   SPIRE-ICS-MOM-000800

Present: Ken. King, Matt. Fox, Matthew. Graham, Marc. Sauvage, Seb. Oliver, Jason Stevens, Mat Page, Sunil Sidher

1. Review of Actions:

010425-01: Seb to collect together all URDs and update compliance matrix with the SIRD - Closed
010425-02: Marc: to collect together all summary-level use cases and update compliance matrix with URDs - Closed
010425-03: Ken: to collect together all WPs and create a compliance matrix with Use Cases - Still Open
010425-05: Sunil: to create an ICC email distribution List - Closed
010518-01: Seb to send out revised URDs to URD authors with numbered and titled requirements, due 22nd May - Closed
010518-02: URD authors to check the compliance between each requirement and the SIRD requirements, due 24th May - Closed
010518-03: Marc to send revised use cases, due 22nd May - Closed
010518-04: RAL to finish missing use cases, due 25th May - Closed
010518-05: Use case authors and reviewers to review use cases, extract work packages and cost them, due 25th May - Still Open (apart from Seb)

2. Review of URDs
Documentation
Each document will be put in charge of a single editor.
It will be put on Livelink when it has been reviewed and then will be put under change control
In the meantime the latest versions of individual URDs and UCs will be made available on an FTP site by Seb.

Action 010620-01 Seb to set up FTP site to contain latest versions of documents.

List of Documents and their Editors:
SIRD	ESA
SIRDxURD	Seb
UR on systems outside the ICC	Sunil
URDs	Seb (to be combined into one document when ready)
URDxUC	Marc
Use Cases	Marc
UCxWP	Ken
WP	Ken

Action 010620-02 Ken to convert URDxSIRD table into Access database

For each SIRD requirement we should check that there is one or more UR that covers this requirement.

There will be URs that are not to be fulfilled by the ICC (e.g. are to be fulfilled by the HCSS). These should be put in a separate document, which indicates which document each user requirement can be found in. Note: there will also be requirements arising from the UCs, which should also be included in this document

Action 010620-03 Sunil to write 'URs that are to be fulfilled externally' document (by 4th July)

Timetable
- 27 June - complete the SIRD-UR-UC matrices, add descriptions of what the correlation matrix indicates, (possibly fill in missing URDs and UCs) Seb and Marc
- Generate a list of Workpackages for each UC before consortium meeting
- 4-6 July, Consortium Meeting - no Steering Group Meeting
- End July-Beginning August, Review of ICC URDs, Summary -level Use Cases, Work Packages
- Early September, ICC Steering Committee Meeting

Next Meeting 18-19th July