

**Notes on project managers teleconference
13/8/2001**

SPIRE-RAL-MOM-000820

Chair: Eric Sawyer

Present:

Name	Yes
Lionel Duband	
Ben Parvin	
Berend Winter	
Matt Griffin	
Peter Hargrave	X
Jerry Lilienthal	X
Joe Taylor	
Ian Pain	
Don Peterson	X
Bruce Swinyard	
Ken King	X
Dominique Pouliquen	
Gary Parks	
Jean-Louis Auguerres	
Doug Griffin	
Dave Smith	
Eric Clark	X
John Delderfield	
Didier Ferrrand	

Subsystem reports

USK.

Interface drawing sent to MSSL.

Design is for stepper not a motor to work against a spring force, some more design work required.

Position indicator, no further progress.

Power consumption is an issue.

Cardiff.

Preparations for DDR continuing, proposed date 18 September.

Tests on SCAL continuing following design changes.

Two extra thermometry channels required.

No changes to harness.

300mK strap test item is also under test.

JPL.

Documentation is being completed prior to the CDR.

Drawings being readied for manufacture.

No.	Action	Who	Due date	Response/Comment	Status
010326-07	Issue an updated shutter SSSD	Don	31/7/01	This will be produced after the review next week (DDR).	Open
010402-05	Provide information on the parts approval and quality status for the Canadian components.	Don	31/7/01	USK plan to use NASA approved parts wherever possible. A preliminary parts list will be available at the DDR.	Open
010509-10	Specify date of the FTS DDR	Dominique		Likely end Sept TBC	Open
010509-10	Provide draft of an instrument operations document	Sunil	30/6/01	Status not known	Open
010509-12	Specify date of the DRCU Simulator DDR	Goran	19/5/01		Open
010530-01	Clarify whether an MCU-BSM ICD is available or planned to be written	Dominique	15/6/01	Planned to be complete by 31/7/01	Open
010611-03	Devise and implement a Livelink report to display document information for a given folder	Ken	29/6/01		Open
010611-05	Notify SAP of the grounding scheme to be used for the DRCU	John	ASAP	Status not known	Open
AI-MAN-0753-01	Specify DDR date	Ian	20/7/01	30 July	Closed
AI-MAN-0753-02	Optimise DDR dates to minimise clashes	Eric S	20/7/01		Open
AI-MAN-0753-03	Review cost of cold vibration tests	Eric S	20/7/01		Open
AI-MAN-0753-06	Provide more detailed mass breakdown	JPL	20/7/01		Closed
AI-MAN-0796-01	Respond cleanliness questions,.	RAL	17/8/01		open
AI-MAN-0820-01	Ensure progress reports are sent to RAL (Eric Sawyer) each month.	ALL	Monthly	Thank you to those PMs who did send a report	open
AI-MAN-0820-02	Confirm that Dates listed in the major milestone list are acceptable	All	ASAP		open