

Minutes of SPIRE Project Team Meeting 15
SPIRE-RAL-MOM-000824
RAL 20 August 2001

Present: Matt Griffin, Eric Sawyer, Bruce Swinyard, John Delderfield, Eric Clarke.

New IID-B and IID-A received from ESTEC on CDROM. Will be put on live link.

Topics.

Contact with Saclay (Christophe) has not been possible for the last two weeks, no visit has been arranged.

JPL review situation.

DDR dates.

Cold vibration testing, at SS level.

CDR at ATC.

System level AIT.

Schedule questions from ESA

Warm electronics status

Harness construction

1 Review of outstanding actions from previous meetings

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

No. PT-10-0682	Actionee	Description	Priority	Deadline	Status
AI-MAN-0682-04	MJG	Arrange for QMW to evaluate filter suppression.	Medium	May 31	Open, not yet documented in the SSRD

No. PT-12-0726	Actionee	Description	Priority	Deadline	Status
AI-MAN-0726-02	EC KJK	Update the document management plan to reflect the new scheme for interaction of institute PMs with the documentation configuration control system.		June 29	Still open, action being taken This is an action on Ken
AI-MAN-0726-03	EC	Write a document describing the configuration control system for internal RAL use.		June 29	Closed

No. PT-13-0772	Actionee	Description	Priority	Deadline	Status
AI-MAN-0772-03	KJK	Send ESA a progress report for JUNE		27/7/01	ECS to do one this week for July

AI-MAN-0772-04	BMS DKG	Bruce and Doug to talk to John and distribute a draft list of documents showing approval status.		3/8/01	In progress
AI-MAN-0772-05	BMS	Bruce to propose a logical scheme for the documents on live link.		3/8/01	Closed
AI-MAN-0772-06	MJG	Matt to meet with Ken to discuss the outstanding MOUs		3/8/01	Open, Matt to have at least a contents list ready for Ken's return.
AI-MAN-0772-07	DKG JD	Check scope for increasing the thermal load on the detector box JD to look at the fraction of the 2-K load that is due to the 2-K box		27/7/01	Open, there appears to be little scope to increase thermal load. But MSSL are planning to optimise the dynamic performance without the thermal performance suffering. The load on the 2K strap is not cast in concrete
AI-MAN-0772-08	BMS	Check orientation of the BDA for the spectrometer		27/7/01	Closed, note written and circulated. Will be incorporated into the BDA interface doc and SSRD.
AI-MAN-0772-10	System team	develop a strategy for dealing with power increase.		31/7/01(progress meeting with Gavazzi)	This is a project level problem, Ken to discuss with the other instruments.
AI-MAN-0772-11	ECS	Outline new document scheme to the consortium			Open, check new proposals, and circulate note.
AI-MAN-0772-12	KJK	Ask for copy of PACS MOU		31/7/01	Yes but not yet received
AI-MAN-0772-13	ECS	Seek confirmation of DDR dates		27/7/01	open

No. PT-14-0797	Actionee	Description	Priority	Deadline	Status
AI-MAN-0797-01	KJK	Ken to draft a memo to ESA identifying concerns about the responsibilities of the various parties.		(by the end of this week)	Closed, communicate with Bruston and Lund in parallel.
AI-MAN-0797-02	ECS	consider instigating an investigation into alternative design solutions to the cold bus bar.			Closed
AI-MAN-0797-03	Peter Hargrave	define detector filter and incorporate into the		This to be defined before	Open

		filter ICD.		the BDA review.	
AI-MAN-0797-04	ECS	Compile contents list for JPL ICD		10/8/01	Closed, some proformas required by JPL,
AI-MAN-0797-05	KJK	confer with other PMs to decide what to do - maybe require IFSI to do the appropriate analysis.		17/8/01	Open,

Actions raised during this meeting

No. PT-15-0824	Actionee	Description	Priority	Deadline	Status
AI-MAN-0824-01	MJG	Combine Matt and Kens comments on partnership agreement and send to Alcatel		12/9/01	open
AI-MAN-0824-	ECS	Review product tree		12/9/01	Open
AI-MAN-0824-03	JD	Organise review of IID-A and B		27/8/01	Open
AI-MAN-0824-04	ECS	Clarify date of technical meeting with ESTEC		ASAP	Open
AI-MAN-0824-05	ECS	ES to let JB know that current version of the DDD is not to be updated until the IBDR.		30/8/01	Open
AI-MAN-0824-06	ECS	Set up structure review meeting		Proposed date 29/8/01	Open
AI-MAN-0824-07	BMS	Circulate first DDR draft report and amend as a result of the wrap up review.		21/8/01, stage 1 30/8/01, stage 2	Open
AI-MAN-0824-08	MJG	Circulate agenda for the BMS delta review		21/8/01	Open
AI-MAN-0824-09	ECS	Remind hardware managers to provide their reports every month without fail.		30/8/01	Open
AI-MAN-0824-10	MJG	Matt to contact CEA regarding lack of contact recently.		30/8/01	Open
AI-MAN-0824-11	JD	John to chase electronics suppliers for documents and dates for DDR		29/8/01	Open
AI-MAN-0824-12	BMS JD	Produce a list of critical information that's ill-defined or incomplete in the IID-A and IID-B that we need to know about before holding the IBDR.		30/8/01	Open

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

2 Project Management Issues

Alcatel

Lack of information on how Alcatel and ESA work together. Requests for information come from both parties.

No action to be taken in the short term.

Partnership agreement, dates are still in the document and not agreed by SPIRE.

Matt to combine Ken's and his own comments and send to Alcatel

Product tree needs revising, e.g. harness. ECS to review.

IIDB.

New versions of A and B received, JD to organise review of these docs by 27/8/01.

Design description document needs updating, but low priority until after the DDRs.

ES to let JB know that current version is not to be updated until the IBDR.

Spacecraft level testing EQM

Response received by T PassVogel, disappointed by the SPIRE response, they consider the EQM tests to be more important than instrument level tests.

Technical/progress meeting planned for 10/9/01 or 25/9/01, ECS to clarify date of meeting and to ensure that the EQM test programme is a major agenda item.

Agenda item to be list of missing/poorly defined critical interface issues.

Structure and thermal strap programme

Set up meeting to review structure at MSSL 29/8/01 confirm with Berend. Invite Ray Carvell.

ACTION ECS:

Topics to discuss

JPL interfaces, for detector review, plus mirrors

Overall schedule.

Status and plans for thermal strap.

BSM flex pivots

Wrap up review on 23/8/01. Matt and Bruce to attend

Technical review.

Funding.

Circulate first DDR draft report and amend as a result of the wrap up review. ACTION BMS

Circulate agenda ACTION Matt

Electronics issues

John to visit CEA next week, probably.

Matt to contact CEA regarding lack of contact recently.

2.1 Management Reporting and Control

Many subsystems still not sending in monthly reports.

Subsystem and SPIRE monthly reports are essential.

Action: ES to remind hardware managers to provide their reports every month without fail.

2.2 Document change and configuration control

2.3 PA

Cleanliness plan almost complete.

Maintaining outside cleanliness will be difficult to achieve and quantify.

Develop a procedure for cleaning.

Insist on clean subsystems.

2.4 Business Agreements

JPL in progress

CEA awaiting response

Others TBD

2.5 Schedule:

ESA have requested visibility of next DDRs and proposed IBDR

3 Instrument Issues

Mirrors

Still some inconsistency between optical prescription and MSSL model, probably in transfer of models.

Tony Richards has analysed the system and has found no errors in the LAM model.

Detectors

3.1 OBS and Instrument Control

3.2 DPU

4 ICC Issues

Not Discussed

5 Meetings:

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 End September TBD
- DPU: Not decided yet
- AIV 6/9/01
- EGSE: TBD

- BDAs:/JFETs 30/7/01, NASA review, formal DDR done by a document review and meeting in September.
- Filters/calibs: 18/9/01
- BSM: 30/7/01 not all issues closed out, delta review on 23/8/01
- OBS Requirements review 30/7/01
- Shutter PDR: July 17, Almost a DDR, some aspects still open.
- Cooler Complete, some RIDs to be signed off.
- DRCU simulator TBD

John to chase electronics for documents and dates for DDR

IBDR

Action: BMS/JD to produce a list of critical information that's ill-defined or incomplete in the IID-A and IID-B that we need to know about before holding the IBDR.

This to be raised as key issue at the technical meeting on (September 25 TBC).

6 Progress on Open Issues

None discussed

7 AOB

Nothing raised

Next meeting

12/9/01, Start 12:00, RAL