

**Notes on project managers teleconference
17/9/2001**

SPIRE-RAL-MOM-000865

Chair: Eric Sawyer

Present:

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

Subsystem reports

IFSI (Riccardo) - DPU
Not present

Grenoble (Lionel) – Cooler
Procedures being written.
No problems identified.
AIV plan issued, comments from RAL invited.

USK. (Don) - Shutter
Design description document in preparation
ECR being readied for a change from spring to a stepper.
Subsystem spec doc (IRD) being updated.
Parts – proposed plan using NASA approved parts is ok, system team will review parts list when available.
Tests being carried out on flex cable at 12K, extra tests from last week have been carried out, still ok.
Telecon with Com Dev held.

Shutter is not designed to be a contamination barrier; Plastic cover will be supplied as a separate part.

Cardiff. (Peter) Filters, calibrators
Not present

ATC (Ian) - BSM
Not present (public holiday in Scotland)

JPL (Jerry) - Detectors
Second part of review process complete.
Preparing for document review (DDR), planned for end September.
Procurement started.
No Major issues from JPL side.
CQM BDA release back to JPL date, ECS to specify date.

MSSL (Berend) – Structure
Project meetings now held on Monday mornings.
Mirror issues are being addressed.
DDR still planned mid November.
Shutter model to be sent to RAL (Tony Richards)
Documentation for DDR being completed.

LAM. (Didier) - Mirrors, SMEC
Documentation for SMEC DDR being prepared.
26th and 27th, Bruce and John D to attend.

SAP (Jean-Louis) - DRCU
Not present

RAL, (Dave) - AIT
DDR last week, some schedule issues.
STM, BSM will be used for test, what surface finish is required, RAL to specify.
HOB simulator discussion required, Dave to schedule.
Test plans for functional and acceptance tests required, including subsystem EGSE requirements. Required by start October.

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.	Closed
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
010611-05	Notify SAP of the grounding scheme to be used for the DRCU	John	ASAP	Covered by harness doc	closed
AI-MAN-0753-03	Review cost of cold vibration tests	Eric S	20/7/01	ongoing	Open
AI-MAN-0796-01	Respond cleanliness questions,.	RAL	17/8/01	Cleanliness plan (draft) issued	closed
AI-MAN-	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-	Confirm that Dates listed in the major milestone list are acceptable	All	ASAP		open
AI-MAN-	Check status of the FTS for the AIT facility	Don	17/9/01	Cardiff to supply	Close
AI-MAN-0851-01	RAL to specify., what surface finish is required, for the STM, BSM .	Dave Smith	30/9/01		open
AI-MAN-0865-01	Confirm to JPI proposed return date of CQM BDA.	ECS	30/9/01		open