

**Minutes of SPIRE Project Team Meeting 17**  
**SPIRE-RAL-MOM-001051**  
**RAL 15 October 2001**

Present: Matt Griffin, Eric Sawyer, Bruce Swinyard, Peter Hargrave, Berend Winter, Ken King

**Topics.**

IBDR preparations

**1 Review of outstanding actions from previous meetings**

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

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

No.	Actionee	Description	Priority	Deadline	Status
<b>PT-12-0726</b>					
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

No.	Actionee	Description	Priority	Deadline	Status
<b>PT-13-0772</b>					
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
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.
07	DKG JD	Check scope for increasing the thermal load on the detector box		27/7/01	Closed,

		JD to look at the fraction of the 2-K load that is due to the 2-K box			
11	ECS	Outline new document scheme to the consortium			Open, check new proposals, and circulate note.
12	KJK	Ask for copy of PACS MOU		31/7/01	closed
13	ECS	Seek confirmation of DDR dates		27/7/01	Open, Structure and DPU not finalised

No. PT-14-0797	Actionee	Description	Priority	Deadline	Status
03	Peter Hargrave	define detector filter and incorporate into the filter ICD.		This to be defined before the BDA review.	Closed, ICDs to be formally signed off.

No. PT-15-0824	Actionee	Description	Priority	Deadline	Status
01	MJG	Combine Matt and Kens comments on partnership agreement and send to Alcatel		12/9/01	closed
02	ECS	Review product tree		12/9/01	Open
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
07	BMS DG	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	closed
10	MJG	Matt to contact CEA regarding lack of contact recently.		30/8/01	closed
12	BMS JD	Produce a list of critical information that's ill-defined or incomplete in the IID-A and IID-B that		30/8/01	Done for B

		we need to know about before holding the IBDR.			
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### Actions raised during this meeting

No. PT-16-0862	Actionee	Description	Priority	Deadline	Status
01	DG	Doug to inform consortium that 1030 Cernox is the baseline temperature sensor		20/9/01	Open
02	BMS	RAL (Bruce) to write a DRCU reliability spec at the channel level which also defines a failure.		20/9/01	Open
03	MJG	Investigate supply by Cardiff, of equipment to measure cooler temperatures in the absence of a DRCU		20/9/01	Closed, available on request with the appropriate planning
04	ECS	Send costs of cold vibration tests to LAM and CEA.		30/9/01	Open
05	JD	Investigate pumpdown time before cooling at spacecraft level.		30/9/01	closed
06	ECS	DRCU, FM harness is not shown in the milestone list, check it in the deliverable list.		30/9/01	Closed, yes
07	SH	Thermal model required by CEA. Sam to send cooler model to Lionel		30/9/01	It is a big job to extract the cooler from the overall SPIRE model and could not be started for at least 2 months. The information is contained within SPIRE-RAL-PRJ-000560
08	CEA/ Sap	CEA to check when harness information is required.		30/9/01	Open
09	RAL	FPU simulator, RAL to check if there is a requirement for a delivery of two units.		30/9/01	Closed, we need two, CEA to be informed.
10	RAL	Warm interconnect harness. (DRCU to DPU) One delivered with QM1, is another harness required for QM2? RAL to clarify		30/9/01	Open
11	BMS	Put on Livelink The version of the BDA SSSD, taken by Matt		30/9/01	Open

		from JPL			
12	MG	Set up telecon with JPL week 17/9/01, Sap are invited		17/9/01	Closed
13	ECS	Investigate making PM telecons more effective.		30/9/01	Closed. Telecons will continue as a quick (~30 min) forum for managers to raise important issues and make contact with each other and the Project Team. The PI regards JPL and CEA participation as particularly important.
14	ECS	ECS to propose review panel members for warm electronics DDR. Date 10 and 11 December proposed		15/10/01	Closed
14	MSSL	MSSL to update schedule and identify milestones, before the meeting on 25 <sup>th</sup> .		24/9/01	Closed
15	Sap	Provide provisional mass breakdown for the meeting on 25/9/01		24/9/01	Open
16	MJG	Clarify with KJK when the ICC workpackages will be defined		30/9/01	Open
17	JD	Check general robustness of P/LW photometer array and take this into account in harness partitioning			Open

## 2 Project Management Issues

### 2.1 IBDR preparations

Proposed dates for the IBDR (the next major project review in front of ESA) are March 5, 6. Venue RAL (TBC). SPIRE's will be the last of the five Hershel/Planck instrument IBDRs.

ESA have proposed a format and set of objectives which has been modified following our comments. Action: MJG to draft a proposed set of documents and draft agenda. This will be iterated and agreed by MJG, KJK, ECS and BMS before being distributed to the consortium.

### 2.2 Management Reporting and Control

Arrangements for management of the DCU development programme are being drawn up by Sap and JPL.

## **2.3 Document change and configuration control**

## **2.4 PA**

## **2.5 Business Agreements**

## **2.6 Schedule:**

## **3 Instrument Issues**

### **3.1 Structure**

### **3.2 Mirrors**

### **3.3 Detectors**

### **3.4 OBS and Instrument Control**

### **3.5 DPU**

### **3.6 DRCU and related issues (Sap)**

## **4 ICC Issues**

## **5 Meetings:**

### **5.1 Detailed design Reviews**

#### **5.1.1 DDR summary**

- Mirrors: Complete
- FTS: 22/23 Nov 2001.
- DRCU/WIH 10/11 December.
- Structure/thermal straps 29 Nov 2001
- DPU: Not decided yet, aim for Nov
- AIV 6/9/01, delta review required, to include egse.
- EGSE: TBD, see above
- BDAs:/JFETs Complete
- Filters/calibs: 18/9/01, Complete
- BSM: 30/7/01 not all issues closed out, delta review on 23/8/01, complete
- OBS Requirements review required. Probably Nov
- Shutter PDR: July 17, Almost a DDR, some aspects still open.
- Cooler Complete, some RIDs to be signed off.
- DRCU simulator TBD, awaiting spec from Sap.

## **IBDR**

**6 Progress on Open Issues**

**7 AOB**

**Next meeting**