

**Notes on project managers teleconference
14/01/02**

SPIRE-RAL-MOM-001084

Chair: Eric Sawyer

Present:

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

General

Progress reports for December required, than you to those who have already supplied one.

DDR documents on Livelink, subsystem managers to check and update if necessary.
IBDR documents required very soon.

Subsystem reports

IFSI (Riccardo) – DPU
Not present

CEA Grenoble (Lionel) – Cooler

Some distortion occurred on welding.
STM and CQM coolers will be modified before qualification.
FM will have a small design modification.
ECR response still awaited, RAL to chase.

USK. (Joe) - Shutter
Cleanliness plan underway
Funding still in flux, but not stopping work yet.

Cardiff. (Peter) Filters, calibrators
Harness interference being addressed.
ICD to be circulated next week.
Filter FMEC complete.
300mK strap supports (MK 1) ready this week, MK 2 parts ready in 3 weeks.
Shutter info received from USK

ATC (Ian) - BSM
Material and parts list underway.
Meeting planned with MSSL to discuss harness.
Hysteresis analysis complete.
SRON have been contacted regarding flex pivots.

JPL (Jerry) - Detectors
EM wafer run complete.
First QM BDA complete this week.
All ICD docs being reviewed at JPL, release soon.
Laboratory certification end of the month.
BODAC certified later.
JFET characterisation underway.

MSSL (Chris) – Structure
2K box, clamshells, A frames out for quote.
Some milestones missed, remedial action being taken.
Major milestones look ok at present.
Some harness issues to be resolved.
RAL to contact LAM re harness.

LAM. (Dominique) - Mirrors, SMEC
Not present

SAP (Frederick) - DRCU
Not present

RAL, (Dave) - AIT
Not present

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
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
AI-MAN-0753-03	Review cost of cold vibration tests	Eric S	20/7/01	ongoing	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
AI-MAN-0865-02	Confirm to JPI proposed return date of CQM BDA.	ECS	30/9/01		open