Draft Review Board Report

We discussed each bullet from the executive summary in the draft report.

External Input:
        Matrix of HCSS-ICC use-cases.
        Consider each cross check
        Check whether HCSS-usecases should be in their document or ours (& visa-versa)

On use-cases we noted that "Not much to do"
        Question of presentation
        Structure
        Higher level use-cases/Add Summary level use-cases
        Quote HCSS use-cases
        How far down to go.

Workpackages
Workpackages @ level of SIP
        Management
        Instrument team and ICC DT
        Milestones from (Instrument) Project Team
        Prioritisation
        Review concentrate on Management plan & Schedule.

Document Tree

We worked out a new documentation tree. Tanya copied this.
ACTION TANYA to circulate new documentation tree.

Work-packages

We discussed the work we need to do on work-packages and management, in particular to produce a plan for the next 12 months.

What WPs we need	Done
Inputs & Outputs	Not done
Order	Will result from Inputs & Outputs
Resources	Done, should be checked
Milestones	We have these, **ACTION Ken to assemble**
Phases within 12m (AVM, STM, CQM)	Not done

We decided which WP were required over next 12 months and divided these amongst ourselves.

WP	**Checker**
ICC continuous tasks [all]	**KK**
Generation of instrument information	
Provision of instrument database (MIB) [at various levels]	**SS**

Definition of instrument observations [at some level]	**SS**
Development activities	
Contribution to external development activities [HCSS activities]	**SG&MG**
ICC design	**SG&MG**
Provision of software infrastructure	**SG&MG**
Interactive Analysis framework	**SG&MG**
Quick Look Analysis	**SG&MG**
Calibration analysis modules	**SG&MG**
Support tools [at some level]	**SG&MG**
Software development meetings	**SG&MG**
Training	
Training in use of HCSS systems	**KK**
Training in use of external systems	**KK**
Other training	**KK**
ILT support [all]	**TL**
IST support	
Provision of IST system (at some level?)	**TL**
Calibration support [all]	**TL**

ACTIONS on CHECKER … (by mid June) To address

Resources: How much effort required? What skills required?
Inputs & Outputs:
Phasing: within the next 12 months.
Priority: Essential & Desirable.

ACTION on CHECKER Send 1st WP to Ken ASAP.

ACTION on Ken to send back with examples of "good practice".

ACTION on CHECKER Ken needs revisions to Inputs & Outputs by end of next week 31st May for revised SIP.

Sort out ACTORS/Software:

Software system should not appear in list of actors (except if the software is external to the system).

Matthew needs help, review of actors doc. **ACTION Marc, All**
ACTION Matthew send updates to Marc

New high-level use-cases

List of titles
Calibration: **ACTION Marc**
ILT: **ACTION Sunil**
IA/Observing modes: **ACTION Matt F.**
Serendipity: **ACTION Matt F.**

New user-level

QLA: **ACTION Tanya**

Hierarchy of Use-case

Summary level (e.g. ones in presentations & some existing)
User level (demote some summary level use cases)
Sub-function (demote some user-level use cases)
ACTION Marc

Scope

ACTION Marc Reorder use-cases to distinguish software from "system"

Use-case WP matrix

ACTION Ken make use-case WP matrix.

X-HCSS

ACTION Matthew make ICC/HCSS use-case matrix
If possible identify and link ICC/HCSS Phases/Versions