

**Minutes of ICCDT Meeting #17
Held at RAL
18th September 2002**

SPIRE-RAL-MOM-001411

1. Introduction to the ICC

1.1 ICC in the Ground Segment

Presented by Sunil

1.2 Overview of the IA system

Presented by Steve

2. FTS Processing

Presented by David

3. Actions from last Meeting

Number	Actionee	Description	Due Date	Status
ICCDT#16-01	D. Clements	to come up with a proposal to deal with the use-cases regarding knowledge distribution	21 st June 2002	Closed
ICCDT#16-02	M. Sauvage	to check that all subfunctions use-cases are called by a userlevel use-case, and that all summary-level use-case are called by a summary-level use-case. Try to make a use-case tree for the summary-level use-cases,	21 st June 2002	Closed
ICCDT#16-03	T. Lim	To make a proposal for the rewriting of the scenarios document, in order to make it fit to the review's comments	28th June 2002	Closed – new action to comment
ICCDT#16-04	T. Lim	To provide use-case QLA-001 with the lower-level use-cases in an appendix dedicated to the subfunctions of QLA	21st June 2002	Closed
ICCDT#16-05	M. Sauvage	To modify use-case UC-ICC002 to state that it can lead to the raising of an SCR.	21st June 2002	Closed, TBC
ICCDT#16-06	All	To send to M. Sauvage all the summary-level use-cases currently under writing	21st June 2002	Closed
ICCDT#16-07	All	To send inputs to M. Graham regarding the HCSS-ICC correlation matrix, in particular how the ICC use-case cover the HCSS requirements	21st June 2002	Still Open
ICCDT#16-08	All Presenters	To circulate a draft of their presentations	2nd July 2002	Closed

Action ICCDT#17-01: all to comment on Tanya's proposed rewrite of Scenarios document, due 30th September. After this date Tanya will assume everyone agrees.

4. Report on ICC Steering Committee meeting

Reported by Ken

5. ICC Teams

5.1 *ICC team structure*

Presented by Ken

5.2 *Terms of Reference (All)*

It was agreed that the Team Leader should provide the Terms of reference for their teams. They should also look at the workpackages related to their areas of responsibility and identify all interfaces with other teams

A meeting of team Leaders will be held on 7th October at ICSTM to agree these responsibilities and interfaces

5.3 *Team Membership*

It was agreed that to be more effective people should not commit to working for more than two teams (they can track what is happening in the other teams by monitoring email and by attending full ICCDT meetings). They should either split their time roughly equally between the two teams or be primarily (~90%) in one team.

The following team members were suggested:

OBST: Matt, Rene, Dave, Jason, Mat, Matthew (participants)

CALT: Tanya,

OPS: Sunil, Steve

S/W: Maohai

An action was placed on everyone to identify which team (or teams) they would like to participate in.

6. Project Planning

6.1 *Current Status of the ICC Project Plan and SIP (Ken)*

6.2 *Workpackages*

In response to the ICC Review we have to produce a project plan (detailed for the next 12 months). At the last meeting we identified those WPs that covered work in the next year. Some of these have been fleshed out others have not. In order to produce the detailed plan I would like to make sure that the WPs can be allocated to a Team so that they can be reviewed and detailed for the next year.

Discussed in section 5.2

6.3 ICC Schedule

Presented by Ken

7. QLA

7.1 Report on Progress

Presented by Steve

University of Lethbridge (UL) have agreed to provide IDL routines for off-line processing of FTS data for the CQM. They have not agreed to rewrite these in Java by this time.

UL will provide an analysis of what sort of processing is required for the RT monitoring of FTS data during ILT. This will be used as input to define the QLA RT processing steps

UL will provide input data for packtising by the QLA instrument simulator to allow testing of FTS processing steps. This data will correspond to the interferogram from a simple source (continuum plus a couple of lines)

7.2 Documentation Status (Steve + discussion)

Code documentation using Javadoc is more or less OK

The Design Document needs updating

A User Guide is still to be written – TLL will coordinate inputs

A Release Note will be provided for the 1st (AVM) release

Testing is done in three steps:

1. Unit level tests – defined by developer and will use JUnit
2. System Test - The System Test Plan is still TBW
3. Acceptance Test - The Operations Team should provide an Acceptance Test Plan

8. Matt's Simulator

Matt has made no progress on setting up the workshop to discuss this

9. Reviews

9.1 Status of response to ICC Review Report

Presented by Ken

9.2 ESA System Review

Presented by Ken

10. AOB

10.1 Preparation for funding meeting to be held on 26th September

Action Outstanding at end of meeting

ICCDT#16-07	All	To send inputs to M. Graham regarding the HCSS-ICC correlation matrix, in particular how the ICC use-case cover the HCSS requirements	21 st June 2002
ICCDT#17-01	All	to comment on Tanya's proposed rewrite of Scenarios document If no input by the due date Tanya will assume everyone agrees.	30 th September.
ICCDT#17-02	All	To identify which ICC teams they would like to participate in	4 th October
ICCDT#17-03	Lethbridge	To provide an analysis of what sort of processing is required for the RT monitoring of FTS data during ILT	
ICCDT#17-04	Lethbridge	To provide input data for packtising by the QLA instrument simulator to allow testing of FTS processing steps	