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Spacecraft / Project	Herschel / SPIRE	Meeting Place	Spire Project Office
Instrument / Model	SPIRE ALL	Subsystem	N/A

Participants		Agenda
<i>Print Name & Company</i>	<i>Signature Required</i>	<ul style="list-style-type: none"> • Review NCR's • Review RFW's
RAL Eric Clark		
RAL Eric Sawyer		
RAL Ken King	Not Required	
RAL Doug Giffin		
RAL Bruce Swinyard	Not Required	
RAL Dave Smith	Not Required	
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Action			Title & Description
No	Responsibility	Due Date	
1	JPL		HR-SP-JPL-NCR-005 OPEN Awaiting JPL input
			HR-SP-RAL-NCR-034.1 Closed HDD updated ref issue 1.2
			HR-SP-RAL-NCR-059 OPEN Investigation completed but inconclusive To be rechecked at next cold Test.
			HR-SP-RAL-NCR-060 OPEN
			HR-SP-RAL-NCR-067 OPEN
			HR-SP-RAL-NCR-078 Closed OGSE Not PFM. Actions completed EIDP Checked OK
2	DS	21 Dec 04	HR-SP-RAL-NCR-084 OPEN to be up issued to 084v1 Dave to Up issue to 084v1
3	DS	21 Dec 04	HR-SP-RAL-NCR-085 OPEN to be up issued to 085v1 Dave to complete before next Cool down
4	Ds	21 Dec 04	HR-SP-RAL-NCR-086 OPEN to be up issued to 086v1 Dave to Up issue to 086v1
			HR-SP-RAL-NCR-087 OPEN

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Action			Action
No	Responsibility	Due Date	
			HR-SP-RAL-NCR-089 Closed
			HR-SP-RAL-NCR-090 OPEN
5	DG		HR-SP-RAL-NCR-091 OPEN Doug to Investigate
			HR-SP-RAL-NCR-092 OPEN
6	DG		HR-SP-RAL-NCR-093 Closed Doug to Re-issue Stray Light control Document SPIRE-RAL-DOC-001816
7	MSSL		HR-SP-RAL-NCR-094 OPEN MSSL to update the drawings listed on the NCR with Correct Materials, Processes etc
			HR-SP-RAL-NCR-095 Closed Now included in the Procedure
			HR-SP-RAL-NCR-096 OPEN

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Action			Title & Description
No	Responsibility	Due Date	
7	Eric Clark	21-Dec-04	RFW's EC to forward status of JPL RFW's to Jim Newell
			HR-SP-JPL-RFW-002 OPEN Up issued to 2v1 during meeting, with the following Note added: <ul style="list-style-type: none"> • Accepted For SSW & SLW on this basis (Ref HRCR Spire-JPL-DOC-002123 & 002044 respectively. • RFW's was missing from HRCR's SPIRE PA has added copies to above. (21 Dec 04) • PMW & PLW to be checked
			HR-SP-JPL-RFW-003 Accepted
			HR-SP-JPL-RFW-004- OPEN This covers several JFETS we have asked JPL to supply an individual RFW for each JFET
			HR-SP-JPL-RFW-005 Accepted
			HR-SP-JPL-RFW-006 Accepted
			HR-SP-JPL-RFW-007 Accepted
			HR-SP-JPL-RFW-008 Accepted Title corrected as it was the same as 07, (cut & Paste problem)
8	EC	21 Dec 04	HR-SP-MSSL-RFW-001 Withdrawn Not Required as all Required actions are covered on HR-SP-RAL-NCR-067 EC to inform MSSL
			HSO-CDF-RFW-63 Accepted

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Action			Title & Description
No	Responsibility	Due Date	
			HSO-CDF-RFW-77 Accepted
9	EC	22 Dec 04	RFD-CEA-SPIRE-FCU-09 OPEN EC to Check with Jan (ESA) if these have been circulated to ALCATEL, ASTRUIM etc
			RFD-CEA-SPIRE-FCU-10 OPEN EC to Check with Jan (ESA) if these have been circulated to ALCATEL, ASTRUIM etc
10	EC	22 Dec 04	SPIRE-ATC-BSM-NOT-729 Already Accepted EC to update Database
			SPIRE-ATC-BSM-NOT-730 Already Accepted EC to update Database
			SPIRE-ATC-BSM-NOT-732 Already Accepted EC to update Database
			SPIRE-ATC-BSM-NOT-735 Already Accepted EC to update Database
			Meeting Ended before we could cover the ECR's Review in Jan 05