DM Leadership Team Meeting 2015-03-16

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Date

16 Mar 2015

Attendees

- Donald Petravick
- Frossie Economou
- Gregory Dubois-Felsmann
- Kian-Tat Lim
- John Swinbank
- Jacek Becla
- Robert Lupton
- Unknown User (xiuqin)
- Jim Bosch
- Mario Juric (leading the meeting today; Jeff Kantor at SKA review)

Goals

- Weekly coordination meeting to discuss and resolve management items, project communications, external contacts, etc.

Notes

(from Mario Juric)

We spent the meeting discussing LDM-240/Summer'15. Mario asked about LDM-240 containing milestones (their names), but it's not clear where their definitions are (i.e., relatively unambiguous short descriptions of what each milestone achieves)?

> (comments from Jeff Kantor)
>
> I think a description of what the milestone *enables* is what is most important in the Software Development Roadmap sheet. What can scientists or operations people DO with the capability once the milestone is achieved? This is really what the AMCL, management, science collaborations, and community want to know. A milestone might be *Achieve good PSF estimation in crowded fields* (or something more scientifically correct, I'm just a PM). That capability should also be consistent with the corresponding metrics on the Key Performance Metrics sheet. In fact, let's rename that sheet to *Software Development Roadmap - Milestones* to reinforce that.

To pick a completely random example (many were discussed), how does one discover the definition of the "Aperture corrections" milestone, in the sense of what is the scope of the work for S'15 on aperture corrections, how we'll know if we've achieved it (definition of "done"), and what makes us confident that it's achievable as defined in Summer'15? Being able to quickly answer such questions would make us more confident that we're internally all on the same page, and that we have a good grip on the plan (handy for external use as well!).

> (comments from Jeff Kantor)
>
> I think of the epics in the cycles are significantly lower level, and more task-like, e.g., like "develop this measurement algorithm" or "analyze that major technology area", than the milestones in the Roadmap sheet of LDM-240. I would expect it might take several epics, perhaps across multiple cycles to achieve a Roadmap milestone. That is why I think the epics map closer to the Use Cases on the UML sheet (aka SW Development Roadmap - Use Cases) in LDM-240, and I would expect to replace the Use Cases in that sheet with epics.

After some discussion, I think there were differing opinions on how useful this would be, but I think the sense was that most of this information may already be in JIRA epics (the details depend on how each group did the planning). It is not linked to LDM-240, however -- there was no consensus on whether that's a good idea. All of this will be worked out by Jeff+T/CAMs. The key short-term goal is to deliver to Jeff what he needs for the AMCL presentation.

> (comments from Jeff Kantor)
>
> If the epics are mapped into an LDM-240 sheet that replaces the UML sheet (let's call the new one Software Development Plan - Epics, how original!) that will provide a map from epics to milestones, if we interpret that all epics in that sheet to the left of the corresponding milestone cell in the Roadmap sheet, plus the inter-cell dependencies from the Dependencies sheet are necessary to achieve the milestone.
>
> For the AMCL, I am only going to focus on the FY15 column. That is why I set that one as due last week. It is pretty much too late to make significant changes to that column before the AMCL, so I'll work with it as is. It should already be fairly consistent with W15/S15, which is all I need for right now.

Action items

- ☑ Gregory Dubois-Felsmann 03 Apr 2015 Rename KPM sheet in LDM-240 to *Software Development Roadmap - Milestones*
- ☑ (everyone) 20 Mar 2015 Confirm whether Nov. 16-20 is an acceptable alternate date (see Doodle poll) for the November DMLT in-person meeting