

# DM Leadership Team Meeting 2015-08-10

(back to the [list of all DMLT meeting minutes](#))

NOTE: For this meeting and future dates we are conducting the meeting on Blue Jeans (use web browser or below):

Web Browser:

<https://bluejeans.com/293724745/>

> Connecting directly from a room system?

> 1) Dial: 199.48.152.152 or [bjn.vc](http://bjn.vc)

> 2) Enter Meeting ID: 293724745 -or- use the pairing code

>

> Just want to dial in? (all numbers)

> 1) Direct-dial with my iPhone or

> +1 408 740 7256+1 408 740 7256

> +1 888 240 2560+1 888 240 2560 (US Toll Free)

> +1 408 317 9253+1 408 317 9253 (Alternate Number)

>

> 2) Enter Meeting ID: 293724745

## Date

03 Aug 2015

## Attendees

(sorry if I missed anyone)

- [Unknown User \(xiuqin\)](#)
- [Frossie Economou](#)
- [Gregory Dubois-Felsmann](#)
- [Jacek Becla](#)
- [Margaret Gelman](#)
- [Donald Petravick](#)
- [Tim Jenness](#)
- [Kian-Tat Lim](#)
- [Simon Krughoff](#)
- [John Swinbank](#)
- [Jim Bosch](#) (will be 30 minutes late due to local DES talk)
- [Jeff Kantor](#)
- [Unknown User \(ciardi\)](#)
- Ashely Sands (observer)

## Goals

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

## Discussion items

Item	Who	Notes
LSST 2015 Meeting	<a href="#">Kian-Tat Lim</a>	Bremerton Session Presentations post to site, <a href="#">Kian-Tat Lim</a> forwarded instructions via email (JK - T/CAM sessions on Friday will include discussion of AMCL, EV, Budget, LDM-240)  S15 close out, W16 planning session is in agenda for Thursday 3:30 - 5:00pm

JIRA, LDM-240 updates	<a href="#">Jeff Kantor</a>	<p>LDM-240 JIRA Completion Plan</p> <ol style="list-style-type: none"> <li>1. Add L2.5 Milestones - <a href="#">Kian-Tat Lim</a></li> <li>2. <a href="#">Jeff Kantor</a>, <a href="#">Kian-Tat Lim</a>, <a href="#">Mario Juric</a> Review all DLP Milestones, KPMs</li> <li>3. Examine the Level 3 milestones, and for the "last" milestone(s) (based on dependency order) in each WBS in each release, link that to the corresponding Level 2.5 milestone with a "blocks" link. - T/CAMs after Bremerton</li> <li>4. Check that the S14 and W15 milestones are in JIRA and marked "Done". - T/CAMs before Bremerton</li> <li>5. Resolve L2 and L2.5 milestones. Update/add L2 Milestones names, descriptions in JIRA. - <a href="#">Jeff Kantor</a>, <a href="#">Kian-Tat Lim</a></li> <li>6. Re-Import JIRA Milestones to PMCS, put Description into SOW Notebook in PMCS - <a href="#">Kevin Long</a></li> <li>7. <a href="#">Jeff Kantor</a>, <a href="#">Kevin Long</a> Verify, do LCR, above updates should: <ul style="list-style-type: none"> <li>• Push infrastructure acquisitions to second half of year (positive SV if we do earlier)</li> <li>• Update timelines for Network acquisitions</li> <li>• Rescheduling existing milestones that are linked to non-DM subsystems is no impact</li> </ul> </li> </ol>
September AMCL	<a href="#">Jeff Kantor</a>	<p>April, July, August AMCL Slides posted as attachments to this page</p> <p>T/CAMs will need to support to address actions:</p> <ul style="list-style-type: none"> <li>- Be prepared to deal specifically and directly with all variances, both cost and schedule, in terms of explanation and recovery plan</li> <li>- Be prepared to explain how we can detect and deal with "big recovery" issues if we get well down the road and have problems with progress</li> <li>- Be prepared to discuss how good we are at estimating Story Points (and hopefully show that we are improving)</li> </ul> <p><a href="#">Frossie Economou</a>, <a href="#">John Swinbank</a></p> <p>Updates to scripts to produce LDM-240 KPM table</p> <p>Change KPM metric fields to reference to canonical source (e.g. SRD)</p> <p><a href="#">Jeff Kantor</a>, <a href="#">Kevin Long</a></p> <p>DM Time-phased.xls and October baseline vs current spend plan chart</p> <p>Projections to EAC showing still within contingency and schedules still within float</p> <p>EV variance narratives report summary and recovery plan</p> <p>Historical trends, explain EV trends for AMCL (labor and non-labor plots)</p>
November DMLT meeting at Princeton	<a href="#">Jeff Kantor</a>  <a href="#">John Swinbank</a>	Need to set up meeting page in confluence and define agenda
FY16 Budgets	<a href="#">Jeff Kantor</a>	<p>Need T/CAMs to bring draft budget to Bremerton, need to see aggregate to determine if any underspend is available to address new resource requirements</p> <p>Analyzing travel budget overrun</p> <p>Analyzing T/CAM activities and costs</p> <p>Implications for later FYs (request for contingency)</p>

## Action items

