

DM Leadership Team Meeting 2016-03-14

Location

| Browser | Room System | Phone Dial-in |
|---|---|--|
| https://bluejeans.com/293724745/ | 1. Dial: 199.48.152.152 or bjn.vc 2. Enter Meeting ID: 293724745 -or- use the pairing code | Dial-in numbers: <ul style="list-style-type: none">• +1 408 740 7256• +1 888 240 2560 (US Toll Free)• +1 408 317 9253 (Alternate Number) Meeting ID: 293724745 |

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

Time

10:00am PT

Attendees

Please add yourself to the attendee list as you connect to the meeting.

- [Mario Juric](#)
- [Tim Jenness](#)
- [Frossie Economou](#)
- [John Swinbank](#)
- [Margaret Gelman](#)
- [Donald Petravick](#)
- [Simon Krughoff](#)
- [Zeljko Ivezic](#)
- [Jim Bosch](#)
- [Unknown User \(ciardi\)](#)
- [Unknown User \(xiuqin\)](#)
- [Gregory Dubois-Felsmann](#)
- [Jeff Kantor](#)
- [Kian-Tat Lim](#)
- [Jacek Becla](#)

Regrets:

DMLT Meeting Goals

- Weekly meeting to keep the DM leadership team **coordinated, informed, and in agreement** on the **vision, priorities, and challenges** facing DM construction, including **surfacing and resolving issues and ambiguities needing our attention**. The goal of this meeting is to provide information and decisions that help each one of us better direct our own (or our team's) activities.

Proposed Discussion Items

Guidelines: Propose items in line with the meeting rationale (see above); include as much information in the agenda notes; summarize, don't go into details while on the call; maximize time available for discussion.

| Time | Item | Who | Notes |
|-------|-----------------------------|-----------------------------|---|
| 10min | Progress over the past week | Jacek Becla | <ul style="list-style-type: none">• need input for status report from Margaret Gelman, Mario Juric, Gregory Dubois-Felsmann. Must have by the end of tomorrow• NCSA visit• finalizing X16 plans with all teams• created dmlt/management team in jira, larger work will be tracked through stories• jira cleanup:<ul style="list-style-type: none">◦ renamed "management and architecture" team in JIRA to "architecture"◦ started enforcing some recent RFCs (eg team field)• Reviewing overall DM budget• AOB |

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|-------|--------------------------------------|---|--|
| 5min | Actions from the past meeting | Mario Juric | <ul style="list-style-type: none"> Review the status of outstanding actions |
| 15min | WG Updates | WG Chairs | <ul style="list-style-type: none"> scipi-wg (Zeljko Ivezić, Robert Lupton) dps-wg (Kian-Tat Lim, Donald Petravick) <ul style="list-style-type: none"> Linked all existing documents to the dps-wg Confluence page Planning to begin with kickoff meetings (still draft) pmp-wg (Jacek Becla) suit-wg (Gregory Dubois-Felsmann) |
| 10min | Current and upcoming CCB actions | Jacek Becla , Gregory Dubois-Felsmann | <ul style="list-style-type: none"> SQuaRE WBS changes (LCR-595, LCR-583) LSE-70 (<i>Observatory Control System Communication Architecture and Protocol</i>) and LSE-209 (<i>Software Component to OCS</i>) accepted in current state, but work to clarify continues. Gregory Dubois-Felsmann and Patrick Ingraham preparing an update to LSE-140 (DM interface with calibration/auxiliary instrumentation) KTL will prepare LCR for LSE-131 (<i>Interface between DM and EPO</i>) based on Tucson meeting. Kevin will rebalance resources in PMCS to account for overheads charged as LOE by non-TCAMs |
| 10min | Upcoming Reviews | Kian-Tat Lim | <ul style="list-style-type: none"> Verification Plan review (Frossie Economou to discuss DM-5315) Data Products and Processing operations drill-down (tentatively in "Spring") Calibration Plan review Would like to encourage "workshops" with outside participants that are not reviews but gather input. Might be most useful after the next rewrite of the design documents so that background information can be presented easily. |
| 5min | Communications activity | Mario Juric | <ul style="list-style-type: none"> We're beginning a discussion with the PMO about better coordination of DM's and overall Project communication strategy. The goal is to do something about the often heard complaint about us having too many tools and places where the information is (hidden). Frossie Economou and I are working on scheduling a meeting with Beth Willman et al. on March 22nd to discuss it, and Frossie Economou and Jonathan Sick are working on a writeup of DM's communication platforms and how they can support the DM documentation strategy. The implementation of Slack RFC has been paused until these talks get under way. |
| | AOB | | <ul style="list-style-type: none"> Reports from the DESC meeting? |
| | DMLT Travel & Availability This Week | | |

Outstanding action items

- ✓ Tim Jenness send annotated DMSR document to [Zeljko Ivezić](#)
- ✓ [Gregory Dubois-Felsmann](#) include pointer to calibration operations scenarios page in meeting minutes
- ✓ [Gregory Dubois-Felsmann](#) copy suit-wg intro material from above to dedicated page SUIT Design Working Group
- ✓ Populate [scipi-wg](#) dedicated page
- ✓ Populate [dps-wg](#) dedicated page
- ✓ Populate [pmp-wg](#) dedicated page