

VISTA Data Flow System Management Team (VDMT)

ACTIONS ARISING FROM THE MONTHLY MEETING OF 5 November 2004

Attendees

QMUL: Emerson
 Cambridge: Hodgkin, Irwin, McMahon
 In Edinburgh: Stewart, Williams
 Apologies: Hambly, Lawrence

	Action	Due* / Status	On
A(0402)27	Revisit schedule of UK FDR (with Naylor)	<i>Closed – see A(0410)05</i>	JPE
A(0410)01	Upgrade UK URD to Issue 1 ready for signing	<i>Closed – signed and released 5 Nov.</i>	WJS
A(0410)02	Invite Simon Dye to Cambridge to look at pipeline sometime before UKIRT Board Meeting on 11/12 November	<i>Closed – visit scheduled on 9 Nov.</i>	STH
A(0410)03	Agree with Peron that we submit FDR documents by 15 December and have review in second half of January 2005	<i>Closed – agreed in principle but no date yet set – see A(0411)01</i>	JMS
A(0410)04	Discuss with Naylor plans for UK reviews, e.g. incremental PDR around April 2005	<i>Closed. Conclusion was that UK FDR could address differences from WFCAM and ESO FDRs, if their documents were properly updated. UK FDR to be held in Spring 2005.</i>	JPE
A(0410)05	Discuss with Naylor plans for next VDUC meeting, e.g. hold it in December after first look at WFCAM data	<i>Closed. Principle agreed. Discussions have taken place but no date yet set pending consultation with VDUC. VTMT noted possibility of holding it in Edinburgh close to VDMT meeting.</i>	JPE
A(0410)06	Agree with PMW, MJJ and JMS cradle to grave effort figures for the VDFS project	<i>Closed. Superseded by new actions</i>	JPE
A(0411)01	Agree ESO FDR date. Attendees may include McPherson and Sutherland with participation from Dalton.		JMS
A(0411)02	Confirm manpower and cost allocation figures for project.		JPE
A(0411)03	Provide to JPE and JMS spend-to-date figures (to end of 2004Q3)		MJJ PMW
A(0411)04	Show JPE and each other draft Rolling Grant applications		MJJ PMW
A(0411)05	Hold telecon to discuss SDT/ETC boundaries	8 Nov. 2004	JMS
A(0411)06	Discuss scope of ETC, e.g. where to calculate observation time, with Peron, if A(0411)05 telecon decides this should wider than for a normal VLT instrument		JPE JMS
A(0411)07	Provide top level progress figures as per	<i>STH: for December meeting</i>	STH

	spreadsheet distributed by JMS	<i>PMW: for January meeting</i>	PMW
A(0411)08	Ensure VDFS SPIE and ADASS papers/posters are put on astro-ph and/or web		MJI PMW JPE

*No specific due date means do as soon as reasonably possible, report back next month.

Date of next meeting: Monday 6 December 2005 14.00 by telecon

Malcolm Stewart
Chairman VDMT

8 November 2004