

VISTA Data Flow System Management Team (VDMT)

ACTIONS ARISING FROM THE MONTHLY MEETING OF 6 December 2004

Attendees

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

	Action	Due[*] / Status	On
A(0411)01	Agree ESO FDR date. Attendees may include McPherson and Sutherland with participation from Dalton.	<i>Ongoing. Agreed in principle to be second half of January.. See also new action A(01412)01.</i>	JMS
A(0411)02	Confirm manpower and cost allocation figures for project.	<i>Closed. JPE has e-mailed overall figures to JMS, MJJ and PMW.</i>	JPE
A(0411)03	Provide to JPE and JMS spend-to-date figures (to end of 2004Q3)	<i>Closed. Figures have been provided.</i>	MJJ PMW
A(0411)04	Show JPE and each other draft Rolling Grant applications	<i>Closed. Grant applications have been submitted.</i>	MJJ PMW
A(0411)05	Hold telecon to discuss SDT/ETC boundaries	<i>Closed. Telecon was held and the conclusions encapsulates in the SDT and ETC documents submitted to ESO for comment.</i>	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	<i>Closed. (After the meeting JMS received confirmation from ESO that including some overhead calculations in ETC is acceptable.)</i>	JPE JMS
A(0411)07	Provide top level progress figures as per spreadsheet distributed by JMS	<i>Closed – see new action A(0412)08</i>	STH PMW
A(0411)08	Ensure VDFS SPIE and ADASS papers/posters are put on astro-ph and/or web	<i>Closed – see new action A(0412)07</i>	MJJ PMW JPE
A(0412)01	All planned attendees to ESO FDR to report their date availability to JMS, if they have not already done so.		All
A(0412)02	Discuss WFCam commissioning with Naylor, James and Dye		JPE
A(0412)03	Send JMS new version of DRLD by 8 December.		MJJ
A(0412)04	Send WFCam test data to NCH		MJJ
A(0412)05	Visit CASU to progress the DRLD etc.		JMS
A(0412)06	Provide comments on ETC document		JPE
A(0412)07	Ensure ADASS papers are on web with link		NCH MJJ
A(0412)08	Iterate top level project plan with WFAU (8 December) and CASU (9 December)		JMS

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

Date of next meeting: Thursday 6 January 2005 11.00 in Edinburgh

Malcolm Stewart
Chairman VDMT

7 December 2004