

## 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
<b>A(0411)01</b>	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(0412)01.</i>	JMS
<b>A(0411)02</b>	Confirm manpower and cost allocation figures for project.	<i>Closed. JPE has e-mailed overall figures to JMS, MJI and PMW.</i>	JPE
<b>A(0411)03</b>	Provide to JPE and JMS spend-to-date figures (to end of 2004Q3)	<i>Closed. Figures have been provided.</i>	MJI PMW
<b>A(0411)04</b>	Show JPE and each other draft Rolling Grant applications	<i>Closed. Grant applications have been submitted.</i>	MJI PMW
<b>A(0411)05</b>	Hold telecon to discuss SDT/ETC boundaries	<i>Closed. Telecon was held and the conclusions encapsulated in the SDT and ETC documents submitted to ESO for comment.</i>	JMS
<b>A(0411)06</b>	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
<b>A(0411)07</b>	Provide top level progress figures as per spreadsheet distributed by JMS	<i>Closed – see new action A(0412)08</i>	STH PMW
<b>A(0411)08</b>	Ensure VDFS SPIE and ADASS papers/posters are put on astro-ph and/or web	<i>Closed – see new action A(0412)07</i>	MJI PMW JPE
<b>A(0412)01</b>	All planned attendees to ESO FDR to report their date availability to JMS, if they have not already done so.		All
<b>A(0412)02</b>	Discuss WFcam commissioning with Naylor, James and Dye		JPE
<b>A(0412)03</b>	Send JMS new version of DRLD by 8 December.		MJI
<b>A(0412)04</b>	Send WFcam test data to NCH		MJI
<b>A(0412)05</b>	Visit CASU to progress the DRLD etc.		JMS
<b>A(0412)06</b>	Provide comments on ETC document		JPE
<b>A(0412)07</b>	Ensure ADASS papers are on web with link		NCH MJI
<b>A(0412)08</b>	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**