

VISTA Data Flow System Management Team (VDMT)

(DRAFT) ACTIONS ARISING FROM THE MONTHLY MEETING OF 6 January 2005

Attendees

QMUL: Emerson
 Cambridge: Hodgkin, Irwin, McMahon (part of meeting)
 Edinburgh: Hambly, Stewart, Williams
 Apologies: Lawrence

	On	Action	Due* / Status
A(0411)01	JMS	Agree ESO FDR date. Attendees may include McPherson and Sutherland with participation from Dalton.	<i>Closed. Meeting arranged for 31 January 2005 at ESO. See new action.</i>
A(0412)01	All	All planned attendees to ESO FDR to report their date availability to JMS, if they have not already done so.	<i>Closed.</i>
A(0412)02	JPE	Discuss Wfcam commissioning with Naylor, James and Dye	<i>Closed – discussion took place between JPE, Naylor and James.</i>
A(0412)03	MJI	Send JMS new version of DRLD by 8 December.	<i>Closed.</i>
A(0412)04	MJI	Send Wfcam test data to NCH	<i>Ongoing – to do as soon as MJI is happy that data are valid FITS.</i>
A(0412)05	JMS	Visit CASU to progress the DRLD etc.	<i>Closed.</i>
A(0412)06	JPE	Provide comments on ETC document	<i>Closed. See new action.</i>
A(0412)07	NCH MJJ	Ensure ADASS papers are on web with link	<i>Closed.</i>
A(0412)08	JMS	Iterate top level project plan with WFAU (8 December) and CASU (9 December)	<i>Closed.</i>
A0501-01	JPE	Send ESO FDR documents to Dalton	
A0501-02	JMS	Finalise FDR attendees: JPE, JMS, MJJ, PSB and McPherson in Garching, JRL and STH by telecon and possibly Beard, Folger and Sutherland (or Dalton)	
A0501-03	MJI	Send current data definition, e.g. FITS header, to NCH	
A0501-04	JPE	Request final comments from VSC on UK URD by end January.	
A0501-05	All	Plan for UK Review on about 9 May 2005 to review URD and Functional Spec., describing scientific priorities, how VDFS works, assumptions re Astrogrid and what users are expected to provide. Issue documents ~ 15 April.	
A0501-06	JPE	Agree with Naylor appropriate reviewers from VDUC, Astrogrid, UKIRT etc.	
A0501-07	PMW	Include in the new summary spreadsheet for next meeting: % complete, past quarters and months in current quarter	

A0501-08	STH	Provide by 14 Jan. new summary spreadsheet for CASU work similar to the new WFAU one.	
A0501-09	STH	Update ETC document and issue by 10 Jan.	

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

Date of next meeting: Thursday 3 February 2005 14:00 by telecon.

Malcolm Stewart
Chairman VDMT

25 January 2005