

**North American Division Heads Meeting**  
**16<sup>th</sup> June 2003**

**Attendees:\***

J. Bauer  
B. Glendenning  
C. Janes  
J. Mangum  
S. Radford

R. Simon  
D. Sramek  
J. Webber  
A. Wootten

\*Other folks tried to call in but apparently there was a problem with the phone lines.

**ADMINISTRATION**            *(R. Simon)*

AUI Board Meeting will be held 26<sup>th</sup> – 17<sup>th</sup> June. Marc requests that you send him any interesting pictures you may have to be used in his presentation by **Wednesday, 18<sup>th</sup> June**. Also need a paragraph of “progress to task” from each IPT.

Your contribution for the Quarterly Report that goes to the ALMA Board is due to Marc by **Friday, 27<sup>th</sup> June**. Please focus on milestone completion. The NSF Bimonthly report contribution is also due, please write one report, forward to Marc, he will edit appropriately for ALMA Board/NSF reports.

**ACTION ITEM – Division Heads**

**Send report contributions and pictures to Marc for AUI Board Meeting, Quarterly Report and NSF Report. See due dates above.**

There will be no face-to-face Division Heads meeting. However, there will periodically be video teleconferences with Fred Lo.

**SCIENCE**                    *(A. Wootten)*

- Science IPT Meeting held last week
- Mark Holdaway producing long baseline version, will publish current list of stations, get feedback
- Calibration Meeting held at ALMA Week – tentative list of calibration devices required

- Antenna – Brian writing down list of calibration devices required
- Sub Reflectors – vexing questions
- NASAC – meet on teleconference Friday, 27<sup>th</sup> June - will have a face-to-face on 25<sup>th</sup> August
- Council of AAS has approved an ALMA Town meeting, on schedule

**SYSTEMS ENGINEERING**      ***(D. Sramek)***

- Saturday and Sunday – C. Haupt and D. Sramek met to work on the Systems Engineering Requirements Plan and the Systems Engineering Requirements Document. Trying to work on these, very tough going. There are 6 Engineering Requirements documents to be completed.
- There were strong concerns expressed that the Systems Engineering documents working their way through the approval process have not been reviewed by the IPT leaders. In particular, the proposed engineering standards document and the document defining project review standards (PDR, CDR, etc.) may impose expensive and onerous requirements on the IPTs. These requirements have the potential to cause serious budget and schedule problems.
- Write document with North American and European Standards. IEC Standards are the International standards.
- ESO works in a formal, paper-based system

**ACTION ITEM**

Dick to consult with the JAO as to whether we should have 2 sets of standards or just use one standard. Current standards are now in question.

**ACTION ITEM**

Dick to send all 6 Engineering Requirements Documents to the IPT list for update of versions, comments, etc. Post all comments in ALMAEDM so there is a record of all comments. E-mail a copy to Dick. Dick to set up a reasonable deadline for return of all comments.

**COMPUTING**      ***(B. Glendenning)***

- NRAO is organizing the groups from within.

**CORRELATOR**

*(J. Webber)*

- 2 antenna prototype hardware is complete.
- Work going on in firmware/software area
- Intense work going on in Advanced FIR filter card
- CDR is tentatively set for the 3<sup>rd</sup> week in August. Currently looking for committee members.
- Invite all IPT leaders or representatives, invite outside reviewers, and a safety group member

**ACTION ITEM**

*Plan in place by end of the first week in July for the CDR  
(Deadline of 4<sup>th</sup> July)*

**BACK END**

*(C. Janes)*

- Identified BE issues, sent out comments to IPT Leaders

**FRONT END**

*(C. Cunningham)*

No report this week

**ANTENNA**

*(J. Kingsley)*

- Alcatel alignment with laser tracker over next 2 weeks
- Mitsubishi test prototype in progress
- Vertex Feed Link repaired last Monday

**LO**

*(C. Janes)*

- Study of contract being developed over photo components

**SITE**

*(S. Radford)*

- Construction to start this week in Chile as per phone conversation with Jorg on Friday
- 2 Major Issues that Simon is working on:
  - Design for the central cluster
  - Design for the Tech building
  - Shift antenna arrays off of central cluster to outer array?
- Building envelope acceptable – proceed with the design, get out a shell package
- The current building envelope does not allow space for an Optical Switch, if one is needed and added back into the plan.
- A comprehensive equipment inventory is **urgently** needed from each IPT

**ACTION ITEM**

*Will set up meeting of all IPTs next week – need Comprehensive list of all equipment needs*

**ACTION ITEM**

**NEXT teleconference will be on Monday, 30<sup>h</sup> June**