

NA DIVISION HEADS MEETING

28th July 2003

ATTENDEES:

L. Avery	J. Kinglsey	M. Rafal
J. Bauer	J. Mangum	R. Simon
J. Bolyard	J. Payne	D. Sramek
C. Cunningham	A. Perfetto	J. Webber
B. Glendenning	M. Pilleux	A. Wootten
C. Janes	S. Radford	

MANAGEMENT (*M. Rafal*)

NSF did approve the lease with the ITT Facility on Ivy Road. Will be the new home to CDL and Tucson group. Everything in place for the lease to be signed. Official name is going to be Charlottesville Technology Center (as per John Webber).

SITE (*S. Radford*)

- Use agreements with other projects - Simon should be out of the email loop. Massimo will see that Tony is the point of contact.
- Architect is proceeding with the design for the foundation.
- 85% complete package of antenna foundation ready for review the first week of September. The last review before the package goes out for bid.
- M3 package pending for approval at NSF level. M3 worried that they will not be getting paid. Mentioned as possible problem.
- Started with a road grader today at Chilean site. Simon to check with Jorge. Simon will post pictures when he receives it.
- *From Mauricio in Chile* – The signing event was held on Friday. Attended by about 200 townspeople. Very positive event. Lasted about 2 hours.

ANTENNA (*J. Kingsley*)

- Vertex on site for 3 weeks. Working on the punch list. Initial estimate of time was one week.
- Major issue was communications.

- Back End group working on timing problem. Should be resolved shortly. Can then proceed with test.
- Documentation was due last Friday. Vertex has said 8/22- 100% slip.
- Last Week – nutator was installed on antenna. 2 day checkout.
- Mirror coating needs to be redone, too thin.
- ADC Optical Pointing telescope will be brought out.
- Need ICDs from other groups as soon as possible. Want to have all into system by 11th August. Front End and Front End Service one making Jeff a little nervous.

ATF (J. Mangum)

- All milestones have slipped due to antenna schedules.
- Delay with integration.

FRONT END (C. Cunningham)

- Working on ICD with the Antenna Group.
- Statement of Work for Band 3 – Charles working on that. Most of the way through it. Draft available in next day or so.
- Cryostat – series of slips on level 2 milestones. Cartridge manufactures causing delays. Freezing of body design now in September from end of August. First Cryostat delivered now on 1st of March (2 month delay from 1st January)
- Next week will be interviewing candidates for the Band 6 Project Manager.

BACKEND (C. Janes)

- Deformatter – few last minute termination problems.
- A. Baudry has moved Digitizer Review to 16th & 17th October (hopefully this will dovetail with the proposed AMAC meeting)
- D. Sramek and Clint visited Tucson to discuss Systems Integration with John Payne. Don't have a final plan but understand problems to be further discussed in more detail. Moving towards unified plan by end of year.

CORRELATOR (J. Webber)

- Preparing to go out on bids for construction of printed circuit boards.
- Test correlator handed off to software people.
- Additional testing of some hardware.

COMPUTING (B. Glendenning)

- Systems will send out a policy document stating computer position on AMSI boards. Draft to be edited then will send out in next day or so.
- CDR has been finished meeting wise, now must write up minutes and action items. Roughly about 3 weeks late.
- AIPS++ has been improving performance regularly.

SYSTEMS ENGINEERING (D. Sramek)

- Large amount of activity in Safety. ESO folks to visit to talk about documents.
- Jody on vacation this week. Needs to name a stand in so document approval won't be delayed.
- Jeff Zivick distributed a Product Assurance document, waiting for comments.

SAFETY (J. Bolyard)

- Position description circulated for Safety Office for work in Chile. Have already received several resumes.
- Working with Kingsley on safety regarding antenna RFP that is going out.
- Teleconference with Simon, Jody and Marc. Simon writing up.

SCIENCE (A. Wooten)

- Science Requirements Document will be released shortly. Discussed with SE in telecom.
- Calibration Plan has been through comment period. Time to get larger group of comments.
- Stability teleconference took place last week.
- Larry proposed a standard measurement plan.
- ANASAC will be meeting on August 25th in Chicago. Developing a plan for them to discuss. Fred would like to see a new version of Chapter 6 of the Project Plan. Revision to be sent to Darrell.
- ASAC Charges have not been approved by the Board as of yet. Chairman of ASAC obtained an opinion from Ian Corbett that the suggested charges discussed but not endorsed at the last Board meeting be discussed at the upcoming ASAC meeting to be held 5th-6th September in Ontario, Canada.

News from Canada (L. Avery)

- Proceeding quickly with the remaining two software positions.

FINANCIAL (R. Simon)

- Have any additional changes sent to Richard ahead of the biweekly meeting. Richard to send a newly detailed listing around for folks to look over this afternoon.
- Look over the Level 2 milestones very carefully. The JAO is looking at all of these!

NEXT TELECONFERENCE

Monday, 11th AUGUST
1:00 pm ET, 1700 UTC