

North American Division Heads Meeting
8th September 2003

Attendees:

| | | |
|---------------|-------------|-----------|
| J. Bauer | J. Payne | M. Rafal |
| C. Cunningham | A. Perfetto | R. Simon |
| C. Janes | B. Porter | R. Sramek |
| J. Kingsley | S. Radford | |

MANAGEMENT (*M. Rafal*)

- Jeff Kingsley has tendered his resignation and will be going to Steward Observatory, The Center for Astronomical Adaptive Optics, as Manager of the Group. His departure is due to family and location. Emerson and Rafal working on transition plan for Jeff's work.
- John Effland has accepted position of Band 6 Project Manager working under John Payne and Charles Cunningham at the newly named NRAO Charlottesville Technology Center (NCTC).
- Upfit work at the former ITT Building is progressing rapidly, on schedule.

ANTENNA (*J. Kingsley*)

- Working on 3 Number One Priorities: i) wrapping up contract, ii) new procurement documentation and iii) getting the as-built documentation squared away.
- Have held recent teleconferences with the vendor, JAO, AUI, and NRAO personnel
- Working toward releasing procurement package on 31st October 2003
- Closing on bids will be 28th February 2004

SITE (*S. Radford*)

- Received draft copy of the foundation drawings and work package for the foundation in the inner array. Simon reviewing this week, will send out to everyone hopefully by end of this week for discussion at mini ALMA week
- Technical Bldg. – need to work on ICD with Computer Group to cover back end in their group
- Road construction is on schedule

AEG

No report this week, Jeff Mangum on travel

FRONT END *(C. Cunningham)*

- External ICDs and Specifications for Front End were sent in and entered into the DAR process
- ASAC Meeting – folks were concerned about amplitude stability. Charles presented a report which ASAC will then report to the ALMA Board

LOCAL OSCILLATOR *(J. Payne)*

- Cold multiplier – controversy about paying for the Band 9 multipliers

BACK END *(C. Janes)*

- BE Systems Requirement Document has been released
- Meeting with John Payne in afternoon to discuss LO issues
- Bid opening for the down converter on Tuesday, 9th September
- Rob Long working with the Japanese on assistance for their testing

COMPUTING

No report this week, Brian Glendenning on vacation

CORRELATOR

No report this week, John Webber on travel

SYSTEMS ENGINEERING & INTEGRATION *(D. Sramek)*

- Spending time with Larry on Systems Definition, document draft should be circulated to all IPTs sometime this week. Look to it to be a defining document
- Talked to Al regarding Science Req. Document, Al will submit to DAR on 12th September

SCIENCE

No report this week, Al Wootten on travel

FINANCE *(R. Simon)*

- Sitting down with each IPT to discuss milestones, striving to capture dependencies
- Should be done on a monthly basis, the last week of the month would be ideal. 90 minutes per IPT
- Progress against Milestones – In the beginning of June there were 80 milestones, 25 Level 2, 55 Level 3. End of July, 11 out of 25 Level 2 had been met, 39 out of 55 Level 3 met. Level 2s are more significant. Level 2 affect people across the project, example: Passing a CDR.

BUSINESS *(B. Porter)*

- Closing of fiscal year coming, close large open orders before the end of this month. If you have questions, call or email Bill Porter

SAFETY

No report this week, Jody on travel

NEXT TELECONFERENCE

22nd SEPTEMBER 2003 at 1:00 PM ET

Dial in phone number: 434.295.1363