GLAST Large Area Telescope:

I&T Integration Kickoff Meeting Management

March 9th, 2004

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Subsystem Manager

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Reviews before Integration

- Kickoff Meeting 03/09/04
- Lehman Review 03/31/04 – 04/01/04
- Department Peer Reviews 06/14/04 – 06/18/04
- Integration Readiness Review 07/08/04
  - The IRR will present the completion of the preparation for integration.
  - It will be the closure of the subjects that are presented today in the K/O.
### Job hire status

**New Position Status**

<table>
<thead>
<tr>
<th>Job Req#</th>
<th>Job Title</th>
<th>Req Written</th>
<th>Req. Approved</th>
<th>Job Posted</th>
<th>Interviewees Selected</th>
<th>Interviews Scheduled</th>
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<th>Action Needed</th>
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- ○ Not started
- ● In-Process
- ● Complete

Status as of: 3/8/2004 16:21
Draft NCR Reporting Process

LAT MATERIAL REVIEW BOARD PROCEDURE, LAT-TD-03212-01

Non conformance found by I&T technician or QA who stops work and reports NC to QA.
Planned Daily Meetings

• Ongoing weekly I&T meeting, Thursdays 1:30 PM – 3 PM (telecon).
• During integration (prototyped during EM-1 last Fall) daily meetings (5 days/week).
  – Daily 8 AM meeting in Bldg 33 to define work for the day.
    • Attended by all technicians on day shift that day.
    • Led by electrical and mechanical floor engineers.
    • Larry Wai and Tom Borden present at this meeting
    • Meeting is 15 minutes long
  – Daily 4 PM meeting in Bldg 33 to assess progress of the day shift and define work for the swing shift.
    • Attended by all technicians on day and swing shift that day.
    • Led and organized by Larry Wai.
    • Tom Borden and electrical and mechanical floor engineers present at this meeting.
    • A representative from all other I&T departments present at this meeting.
    • QA representative is present.
    • Electrical and Mechanical floor engineers define work for the swing shift.
    • Short technical presentation relevant to the days work will be made.
    • Meeting is 20 minutes long.