LAT Planning Meeting at SLAC - Bldg 234
January 21, 2004

With our re-baseline now formally in the system we need to be very focused on execution. We would like to use this face to face meeting to clearly establish what milestones need to start and/or complete between now and March ’04 to ensure we have positive schedule variance at the March DOE review. Each subsystem should review your PMCS schedules and identify & discuss what has to happen to make your plan work. There are clearly going to instances where we need to make priority choices on how we support each other. We need to understand the impacts of these choices and identify appropriate workarounds to recover schedule. So please be sure to identify where you are dependent upon LAT management or other subsystem decisions or products.

Agenda:

Wednesday January 21, 2004

8:00     Peter Michelson  Introduction
8:15     Lowell Klaisner  Objectives and Agenda
8:30     Pat Hascall      System Engineering
9:00     Nordby/Ku/Goodman Design Integration & Analysis
9:45     Johnson/Bellazzini Tracker
10:45    Neil Johnson     Calorimeter
11:45-12:45 Lunch
13:00-14:00 ALL HANDS – ROB – Redwood Rooms C&D
14:00    Günter Haller   Data Acquisition
15:00    Tom Johnson     Anticoincidence Detector
16:00    Marc Campell   Mechanical Systems
17:00    Elliott Bloom  I&T
18:00    Summary/Adjourn

Each Subsystem Manager should address the following:

1. Next 3 Month Key Milestone List
2. Interdependencies with other subsystems, instrument office, and/or project office.
3. Open Flight Design Issues/Status Closure Plan
4. Issue/concerns/suggestions/risks

These items should be discussed at a high level but with enough detail that everyone in attendance understands what is required to complete the hardware.