LAT Planning Meeting at SLAC - Bldg 234  
March 10, 2004

We will continue our preparations for the Lehman review (March 31 and April 1). Lowell will review updates to the planned agenda and content. Each speaker at the Lehman Review should bring a chart outline of their talk. We will spend 15 minutes on each talk to insure we have a common understanding of content and message.

Even though this review is looming we need to take care of business at this face to face. We would like to use the rest of the day in a round table forum focused on LAT critical issues (technical and programmatic). Please come to the table with the top issues you feel we need to discuss.

Agenda:

Wednesday March 10, 2004

8:00 – 8:30  Lowell Klaisner – Project Status/Updates
8:30 – 10:30  Review each Subsystem outlines for Lehman (15 minutes/talk)
10:30- 10:45  Break
10:45 – 12:00  Critical Issues Roundtable
   a)  closure of EMI/EMC spec and subsystem qualification tests
   b)  Environmental spec update and impacts on subsystem quality
   c)  Critical interdependencies for next three months
   d)  Other issues identified by subsystems
12:00 - 1300  Lunch
13:00 – 14:00  ALL HANDS – Orange Conf Room
14:00 – 17:00  Continued Critical Issues discussion

Each Subsystem Manager should address the following:
1.  Interdependencies with other subsystems, instrument office, and/or project office.
2.  Open Flight Design Issues/Status Closure Plan
3.  Lehman Outline
4.  Critical issues YOU want to be discussed