

LAT Monthly Agenda

What: Monthly Status Review

When: 5 Jan, 2005 10:00am- 1:00pm PACIFIC TIME

Where: SLAC - GLAST I Conf Room, Bldg. 28

This will be an abbreviated review with only the following subsystems presenting their information; other subsystems should provide their data for posting & offline review.

All subsystems are asked to submit their status charts for posting and offline review by COB 4 Jan 05

All Times Pacific

10:00 - 11:00am - Instrument Status Summary - Klaisner
11:00 - 12:00pm - Tracker - Persis Drell
12:00 - 1:00pm - DAQ/EGSE Hardware/FSW/ISIS - Gunther Haller

All Subsystem Managers should provide the following:

Technical Status:

- Last Month's Accomplishments
- Near-term Milestones & Status towards them for next 3 months (from F2F)
- **Drawing Release Plan & Status required to achieve production milestones**
- Summary of issues & concerns
- Open Design/Engineering model/manufacturing issues and closure plan for them
- Status of Subsystem's Documentation & qualification program

Cost & Schedule Status:

- Identify threats to maintaining schedule and cost
- **Specific actions required to retain zero schedule variance (Work Arounds/CCB Actions)**