

LAT Monthly Agenda

What: Monthly Status Review

When: 27 April, 7:30am-16:45 PACIFIC TIME

Where: SLAC - GLAST III Conf Room, Bldg. 234

All Times Pacific

7:30 - 8:00am	- CCB Meeting
8 - 8:15am	- Project Status Overview - Lowell Klaisner
8:15 - 8:30am	- Cost and Schedule Status - Tanya Boysen
8:30 - 9:00am	- System Engineering Status & Action items - Pat Hascall
9:00 - 9:30am	- Performance & Safety Assurance - Darren Marsh
9:30 - 10:00am	- Design Integration & Analysis - Martin Nordby
10:00 - 10:15am	- **** Break
10:15 - 11:00am	- DAQ/FSW - Gunther Haller/Terry Schalk
11:00 - 11:45am	- Mechanical/thermal hardware - Marc Campbell
11:45 - 12:30pm	- Calorimeter (Telecon) - Neil Johnson
12:30 - 1:15pm	- Lunch
1:15 - 2:00pm	- ACD (Telecon) - Tom Johnson
2:00 - 3:00pm	- Tracker - Robert Johnson
3:00 - 3:15pm	- **** Break
3:15 - 3:45pm	- I & T - Elliott Bloom
3:45 - 4:00pm	- E/PO (Telecon) - Sarah Silva
4:00 - 4:45pm	- IOC/SAS - Dave Lung/Richard Dubois

Each Subsystem Manager Should Present 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
- Status/Closure of action items
- 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)**