

LAT Monthly Agenda

What: Monthly Status Review

When: 15 December, 8:00am-16:30 PACIFIC TIME

Where: SLAC

All Times Pacific

8 - 8:15am	- Project Status Overview - Lowell Klaisner
8:15 - 8:30am	- 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 - 9:45am	- **** Break
9:45 - 10:30am	- Tracker
10:30 - 11:15am	- Mechanical/thermal
11:15 - noon	- Calorimeter (Telecon)
12:00 - 1:00pm	- Lunch
1:00 - 1:45pm	- ACD (Telecon)
1:45 - 2:30pm	- DAQ
2:30 - 2:45pm	- E/PO (Telecon)
2:45 - 3:00pm	- **** Break
3:00 - 3:30pm	- SAS
3:30 - 4:30pm	- I & T

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)
- 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