

GLOWG Minutes **May 24, 2001**

Attendance:

Ray Keels, Robin Corbet, Dennis Small, Richard Ho, Cathie Meetre, Seth Digel, Ben Bernstein, Jaime Esper, Scott Williams, Tim Thruston, Warren Davis, Richard Dubois

Purpose - D. Small welcomed all in attendance and gave brief overview of the purpose of the working group. Its purpose is to proactively attack issues dealing with GLAST mission operations. This meeting will be used to help bring closure to operations issues.

- The meeting will be held on a weekly basis.
- Minutes will be taken at each meeting
- Agenda topics of discussion for the next meeting will be agreed upon before the conclusion of the present meeting
- Topic(s) for the next weeks agenda will be included in the meeting minutes

R. Dubois suggested that minutes be placed on the web. Action taken by D. Small

Status - D. Small gave a brief status, which included updating the GLAST Operations Concepts Document, preparing for the GLAST Mission Operations Concept Review and participation in the Spacecraft Accommodation Study.

GLAST Mission Operations Concept Review (MOCR)(June 20, 2001) - The MOCR is response to an Independent Assessment Action (184) that was place against the project. It was suggested that this action be completed before the NAR. Draft of MOCR was discussed. S. Williams suggested moving the review to the afternoon. He also stated that he would forward presentation items that he thinks LAT IOC should cover. This list is to be forwarded to D. Small. A decision was made to walkthrough planned MOCR presentation material at the next meeting.

The following people accepted invitations via D. Small's request to be panel members:

- John Catena (Triana Mission Operations)
- Dan Mandel (EO-1 Mission Operations)
- Mike Rackley (SWIFT Mission Operations)
- John Donohue (Ground System Development)
- Tony Lavioe

A request was made to C. Meetre to suggest science operations people to support as panel members for the review.

An action was placed on all persons listed as presenters during the review. The action is to walkthrough the material they plan to present at the next meeting (5/31/01).

Actions/Issues – A request was made before the scheduled meeting to prepare a list action/issues that should be discuss at future meetings. Most of the conversation centered on a need to document the command hierarchy. What is the order of precedence when it

comes to commanding the spacecraft instruments. It was mentioned that Peter Michelson began an initial draft of such a document. An action was given to Tim Thurston to provide a table/matrix with the command hierarchy that explains how decisions are made.

Discussed briefly was the need to identify the system modes for the spacecraft, which includes the Engineering Mode. This topic will be discussed at the next meeting.

A need for ICD's was addressed. It was suggested that separate meetings be held with the appropriate parties to discuss the details of the documents. An action should be placed to assign author responsibility and draft due dates for documents. The ICD's mentioned include the following: MOC-IOCs, MOC-SSC, SSC-IOCs.

Action Items:

1. D. Small: Get GLOWG minutes posted to the GLAST Project website. **Due: 5/31/01**
2. D. Small: Find out the procedure/process for change requests made by the LAT that will effect GLAST Project Office Configuration Control Documents
Due: 5/31/01
3. T. Thurston: Provide a table/matrix with the command hierarchy that explains how decisions are made when commanding the spacecraft instruments
Due: 6/7/01

**GLOWG MEETING
AGENDA ITEMS
May 31, 2001**

1. Action Items
2. Walkthrough draft presentation materials for MOCR
3. Discussion of System Modes