

Agenda for ALMA Week

DRAFT Version 4.1

7-May-03

I propose we have four classes or types of gatherings at ALMA Week.

To the extent they serve the purpose of bringing all these people together, their relative priority is:

Meeting Type	prio	
Project level information, IPT status	1	presentations; general high level information, plenary
inter IPT meeting	2	resolve issues, write and finalize ICDs
IPT internal meeting	3	bring NA/EU together; resolve issues; write and finalize requirements documents
additional IPT presentation	4	presentations, more information, no expected outcome

	Large Meeting Room	Organizer	Notes
Mon June 2			
	am 1 Intro / project status	1 JAO	
	am 2 Milestones	1 JAO	
	am 3 IPT reports - Site Ant	1 IPT Leaders	
	am 4 IPT reports - AEG SE	1 IPT Leaders	
	pm X		
	pm X		
Tue June 3			
	am 1 IPT reports - FE BE	1 IPT Leaders	
	am 2 IPT reports - LO Sci	1 IPT Leaders	
	am 3 IPT reports - Corr Comp	1 IPT Leaders	
	am 4 SE - ALMA System Design / Req allocatio	1 D'Addario	
	pm X		
	pm X		
Wed June 4			
	am 1 SE - ALMA integration plans	1 Sramek, Haupt	ATF & Chile
	am 2 SE - Overview; Elect Design & EMC	1 Haupt, AvKesteren	
	am 3 SE - ALMA Product Assurance	1 Zivick, Haupt	
	am 4 JASC Safety	1 Boecker / Bolyard	
	pm X		
	pm X		
	eve meeting dinner		depart at 04:00 pm
Thu June 5			
	am 1 SE - Project & IPT controlled documents	2 Haupt / Sramek	
	am 2 SE - EDM Q&A	2 Oliver	
	am 3 ALMA Operations Plan	1 Guilloteau	
	am 4 ACA	1 Ishiguro	
	pm X		
	pm X		
Fri June 6			
	am 1 Site - AOS Technical Building - ConcepDF	2 Radford	all IPT reps, SAF, JAO, EXE
	am 2 Site - AOS Technical Building - ConcepDF	2 Radford	all IPT reps, SAF, JAO, EXE
	am 3 Site - AOS Technical Building - ConcepDF	2 Radford	all IPT reps, SAF, JAO, EXE
	am 4 Site - AOS Technical Building - ConcepDF	2 Radford	all IPT reps, SAF, JAO, EXE
	pm X		
	pm4 ALMA Week Closing	1 JAO	All IPTs

ALMA Week Format session		
	start	duration
am1	8:30	55 min
am2	9:25	50 min
break	10:15	25 min
am3	10:40	50 min
am4	11:30	50 min
Lunch	12:20	85 min
pm1	13:45	50 min
pm2	14:35	50 min
break	15:25	20 min
pm3	15:45	55 min
pm4	16:40	50 min
close	17:30	

	Small Mtg Rm 1	Type	Organizer	Notes	Small Mtg Rm 2	Type	Organizer	Notes	Small Mtg Rm 3	Type	Organizer	Notes
Mon June 2												
	pm 1 Ant - spec review	2	IPT Leaders	FE BE Site Cmp	Corr - group meeting - BL & 2GC	3	IPT Leaders		Photonics Issues	2	Payne	
	pm 2 Ant - spec review	2	IPT Leaders	FE BE Site Cmp	Corr - group meeting - BL & 2GC	3	IPT Leaders		LO TBD	2	Payne	
	pm 3 Ant - transporter concept	2	IPT Leaders	sci site	Corr - new filter design for BL	2	IPT Leaders		LO TBD	2	Payne	
	pm 4 Ant - transporter concept	2	IPT Leaders	sci site	Corr - new filter design for BL	2	IPT Leaders		FE-LO / BE-LO ICDs	2	Payne	
Tue June 3												
	pm 1 BE - AOS Fiber Optic network & ICDs	2	Janes	Site Corr Cmp	OPEN				Procurement strategies	3	Kurz	JAO + Business staff +IPT
	pm 2 BE - AOS Fiber Optic network & ICDs	2	Janes	Site Corr Cmp	OPEN				Procurement strategies	3	Kurz	JAO + Business staff +IPT
	pm 3 BE - AOS Fiber Optic network & ICDs	2	Janes	Site Corr cmp	OPEN				OPEN			

