**MP&S WG Web-Ex #8 – Minuts Of Meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Date | 21/12/2016 |  | Ref | MP&S WG Web-Ex 2016\_09 MoM |
| Meeting Place | Web-Ex |  | Chairman | M. Sarkarati  |
| Minute’s Date | 21/12/2016 |  | Participants | WG Members |
| Subject | CCSDS MPS WG Web-Ex 2016\_09 MoM |  | Copy | WG Members |

**Agenda:**

* Review of Actions
* Status of the Blue Book Project
* Schedule for GB finalisation
* AOB

**Review of Actions**

| **ID** | **Action** | **Actionee** | **Due Date** | **Status** | **Comment** |
| --- | --- | --- | --- | --- | --- |
| 151104-1 | Create the GB draft on Google Drive | MS | 15/12/2015 | Closed | GB created on Google Drive. Link provided to WG |
| 151104-2 | Create a questionnaire for gathering MP use case descriptions in a unified manner | MS | 15/12/2015 | Closed | Google Form created. Link provided to WG |
| 151216-1 | Review section 1.5 and provide definitions for proposed Terms. Alternative definitions will be reviewed and consolidated in a second step | All | 04/03/2016 | Closed | Inputs provided and will be reviewed and consolidated during Cleveland meeting. |
| 151216-2 | Review the MP Use Case Questionnaire and fill it with the mission specific information | All | 13/01/2016 | Closed | All use cases filled the questionnaire. Results distributed to the WG. |
| 151216-3 | Consolidate the input received from MP Use Case Questionnaire and update section 4 accordingly | PvP | 16/03/2016 | Closed | Superseded by action 160217-1 |
| 160120-1 | Clarify availability of resources for Peter van der Plas for taking over the role of Book Captain for the production of the GB. | MS | 17/02/2016 | Closed | Peter has confirmed his availability. He will produce chapter 1,3,4 draft before the Cleveland meeting. |
| 160217-1 | Provide draft of chapter 1,3 and 4 | PvP | 09.03.2016 | Closed | Peter has provided the first version of chapters 3 and 4. |
| 160316-1 | Check with the CCSDS secretariat the possibility of having web-ex during the WG meetings in Cleveland | MS | 28.03.2016 | Closed | No Web-Ex was organised. |
| 160407-1 | Update chapter 2 | RT | 15.07.2016 | Closed | To be reviewed by WG Members |
| 160407-2 | Update chapter 4 | SC, MiSu | 15.01.2016 |  | Due date updated |
| 160407-3 | Update chapter 3 | PvP | 15.09.2016 | Closed |  |
| 160407-4 | Write Chapter 5 | RT, PvP, MS | 30.09.2016 | Closed | Closed |
| 160407-5 | Write Chapter 6 | RT | 15.09.2016 | Closed | Closed |
| 160407-6 | Write Chapter 7 | MS | 15.09.2016 | Closed | Closed |
| 160407-7 | Investigate the possibility of implementing one of the two inter-operability prototypes needed for the BB and report on the availability of resources at the Fall Technical meeting. | ALL WG members | 30.08.2016 | Closed | DLR will implement 2nd Prototype. Confirmed at CMC level. |
| 160711-1 | Review and update Chapter 2 | ALL WG members | 17.08.2016 | Closed |  |
| 160817-01 | MS to re-distribute the results of the survey to all WG Members  | MS | 18.08.2016 | Closed |  |
| 160817-02 | MS to provide example text for chapter 3 for Planetary missions | MS | 30.08.2016 | Closed |  |
| 160817-03 | WG members as assigned per mission type complete chapter 3 | Selected WG members | 15.09.2016 | Closed |  |
| 160817-04 | MS to send a Doodle to find a suitable date for the next web-ex before Rome meeting | MS | 30.08.2016 | Closed |  |

Actions were reviewed and status updated.

**Status of the Blue Book Project**

Availability of resources were confirmed by CMC on 16.12. with the following input:

ESA will provide the resources for the editorship and 1st prototype

DLR will provide the resources for the 2nd prototype

MS was requested to update the BB project on the CWE and submit it for approval, which he did on 16.12.

The project has already approved by the Area Director and CESG chair. Last step is CMC approval.

It is expected to start the work on the BB at latest by the Spring Technical meetings.

**Schedule for GB finalisation**

All chapters of the GB except chapter 4 have been updated and consolidated.

Chapter 4 is the only chapter which still needs input from WG members and consolidation.

MS will send a reminder to WG members for updating the Use Cases.

The objective is to send a consolidated version of the book in Feb to the AD and requesting its publication.

**AOB**

Next Meeting: MS will send the invitations for the Jan and Feb web-ex Meetings. The usual 3rd Wednesday of the month dates are:

* 18.01.2017
* 22.02.2017

MS has updated and cleaned up the MOIMS-MP CWE area on the CCSDS Sharepoint:

<http://cwe.ccsds.org/moims/docs/Forms/AllItems.aspx?RootFolder=%2fmoims%2fdocs%2fMOIMS%2dMP&FolderCTID=0x012000C8EEDFBFAD59894AB84FF1AF9485D0AB>

“Meeting Material” and “Draft Documents” folders are where all the documents so far have been placed.

A new folder “Related Standards” have been created under Draft Documents🡪 Green Book:

<http://cwe.ccsds.org/moims/docs/Forms/AllItems.aspx?RootFolder=%2fmoims%2fdocs%2fMOIMS%2dMP%2fDraft%20Documents%2fGreen%20Book%2fRelevant%20Standards&FolderCTID=&View=%7b8E605C3A%2d1DB4%2d4034%2dB479%2d91C6E2A03139%7d>