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

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| Meeting Date | 22/02/2017 |  | Ref | MP&S WG Web-Ex 2017\_02 MoM |
| Meeting Place | Web-Ex |  | Chairman | M. Sarkarati |
| Minute’s Date | 28/02/2017 |  | Participants | WG Members |
| Subject | CCSDS MPS WG Web-Ex 2017\_02 MoM |  | Copy | AD/Deputy AD |

**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the input received from MP Use Case Questionnaire and update section 4 accordingly | PvP | 16/03/2016 | Closed | Superseded by action 160217-1 |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 | PvP, BN | 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**

The Blue Book Project has been approved. It is expected to start the work on the BB at the Spring Technical meetings.

**Schedule for GB finalisation**

All chapters of the GB have been updated and consolidated.

Chapter 4 is the only chapter which still needs consolidation.

The following schedule was agreed for the GB:

01.03. Final input on Chapter 4 from MM on EO and BN on Constellations.

08.03. PvP distributes the document to the WG for the final review

17.03. Change requests/comments from WG expected

22.03. Web-ex meeting as the check point before submission of the GB to AD for publication

**AOB**

Next Meeting: Next web-ex meeting is on 22.03.2017.