**MP&S WG Web-Ex #9 – Minuts Of Meeting**

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| --- | --- | --- | --- | --- |
| Meeting Date | 19/04/2017 |  | Ref | MP&S WG Web-Ex 2017\_04 MoM |
| Meeting Place | Web-Ex |  | Chairman | M. Sarkarati  |
| Minute’s Date | 19/04/2017 |  | Participants | WG Members |
| Subject | CCSDS MPS WG Web-Ex 2017\_04 MoM |  | Copy | AD/Deputy AD |

**Agenda:**

* Review of Actions
* Schedule for GB finalisation
* Review of the Draft Agenda for Spring Technical Meetings
* 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the input received from MP Use Case Questionnaire and update section 4 accordingly | PvP | 16/03/2016 | Closed | Superseded by action 160217-1 |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 |  | Closed |
| 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.

**Schedule for GB finalisation**

The GB has been consolidated and undergone a review by the WG members.

A final review shall take place until end of April, before the book is forwarded to the MOIMS AD.

**Review of the Draft Agenda for Spring Technical Meetings**

The agenda for the Spring Technical Meetings was reviewed by the WG and is attached as annex to this MoM.

The MP&S WG will meet 10-12 May. The focus of the Spring meetings will be on the start of the Blue Book specification.

**AOB**

None.