

Attendees: Kyohei Akiyama, David Berry, Frank Dreger, Dale Force, Cheryl Gramling, Byoung Sun Lee, Dan Oltrogge, David Vallado, Patrick Zimmerman

Notes	Action
1. Document/Action Item Status	
Most of the Action Items involve documents, so there is intertwined status of documents and their respective action items below. Documents that have a current draft out for review are sorted in priority order; documents for which there is no current draft out for review are sorted in alphabetical order.	None
a) PRM: David stated that the Agency Review of the PRM is "formally" over, but he has notified the Secretariat that he intends to accept commentary through 04-Apr-2016, the first day of the Spring Meetings. A number of RIDs have been filed on the Red Book; discussing and dispositioning these RIDs will be the first technical activity of the Spring Meetings (after administrative items are completed). Frank Dreger confirmed that Fran will be in attendance Monday, which is when the PRM discussion is scheduled. David also mentioned that we will need to discuss Anyone wishing to review the document should see http://public.ccsds.org/sites/cwe/rids/Lists/CCSDS%205090R1/Overview.aspx . Use of the "NASA Center" or "NASA-sponsored CCSDS Associate" link is recommended because it will provide you with an HTML RID form and it will be easy to see all of the RIDs for the document in a single place rather than having to compile multiple ASCII RID forms. Review priority is #1.	a) To All: Review priority is #1. NOTE: Review period is "formally" over, but we will still accept comments until EOD 03-Apr-2016.
b) TDM: David Berry noted that the TDM P1.0.3 is the version of the TDM that will be discussed at the Spring Meetings. Dan noted that he had some comments prepared on a CRM, but is waiting for some additional feedbacks from colleagues. Frank Dreger inquired whether or not comments from Frank Budnik had been received; David stated that many of the changes in the revised TDM are based on a Budnik proposal.	b) To All: Review Priority is #2.
c) ODM: Dan indicated that he has received some commentary on the ODM P2.32 draft. He will be present on Tuesday morning for the discussion. Dan also suggested that this discussion include the topic of potential overlaps of the OCM and SMM; Cheryl agreed that this would be helpful for her. David added this topic to the agenda. David Vallado also inquired about the "angles ephemeris" topic he had raised, i.e., an ephemeris format using RA/DEC or AZ/EL directly; this topic was added to the agenda as well. David noted that	c) To All: Review Priority is #3.

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<p>if more time is necessary to complete the ODM discussions, it will probably be available given that the time originally allocated to the SMM and NHM has been greatly reduced for this meeting series.</p>	
<p>d) NHM: At this time there is no lead editor for the NHM. Joe Hashmall has had to leave the group due to NASA rules, and Juan Carlos Raymond has a new assignment that will very likely preclude his continuing with the group. Cheryl stated that she has been discussing a replacement person at NASA/GSFC (they have a candidate in mind) but no decision has yet been reached. She hopes to have more information by the time of the Spring Meetings.</p>	<p>d) To All: Review Priority is #4.</p>
<p>e) ADM: Alain Lamy was not able to attend, but emailed a status. He has had difficulty finding time to work on the ADM, but will try to have material to discuss by the time of the Spring Meetings. He will be in attendance.</p>	<p>e) To Alain: Continue drafting Pink Book and distribute to WG. To Interested Parties: Send thoughts on the APM "SPIN block" to Alain.</p>
<p>f) CDM: No discussion.</p>	<p>f) None</p>
<p>g) EVM: David stated that he had received a copy of the CSSM WG "Events" draft the previous day. It will be distributed to the Navigation WG with these telecon minutes. A joint session has been scheduled with CSSM WG during the Spring Meetings.</p>	<p>g) To David: Send the CSSM WG "Events" draft to mail list. To All: Review the "Events" White Book draft as time permits.</p>
<p>h) Navigation Data Messages Overview Green: No discussion</p>	<p>h) None</p>
<p>i) Navigation Data - Definitions and Conventions V.4: Dale stated that he will be distributing an updated draft 23-Mar-2016. During discussion of the Cleveland Agenda, he noted that we will want to "close gaps" in the Green Book material, e.g., providing descriptions of time systems that are listed in the Blue Books but are not described in the current version of the Green Book.</p>	<p>i) To Dale: Distribute Green Book draft</p>
<p>j) NDM/XML: No discussion</p>	<p>j) None</p>
<p>k) SMM: David stated that the SMM topic had been removed from the Spring Meeting agenda given that Cheryl had only recently received the latest SMM draft materials; there is insufficient time to produce any updates before the Spring Meetings. The action item to produce an SMM WB 5 was rescheduled to be due significantly after the end of the Spring Meetings.</p>	<p>k) To Cheryl: Begin getting familiar with the SMM requirements and concepts discussed to date.</p>
<p>2. Cleveland Meetings Agenda Review</p>	
<ul style="list-style-type: none"> David went over Draft 4 of the Cleveland agenda, confirming with Lead Editors their ability to travel per the 	<ul style="list-style-type: none"> To David: Send revised Draft 5 agenda.

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<p>proposed schedule. A few agenda changes were introduced as noted in the discussion of document status above, but no major changes were required at this time. A revised Draft 5 will be sent with the minutes.</p>	
3. Other Cleveland Meetings Preparation	
<ul style="list-style-type: none"> • Dale Force inquired about the MOIMS Dinner, as the date/time seem to have changed since last agenda (he is helping Mario to organize the reservation). After the meeting, Dale confirmed with Mario that the dinner is Thursday 07-Apr-2016 at 19:30. • David noted that the CCSDS Editor Boot Camp is typically scheduled on Friday afternoon... the Boot Camp is required for CCSDS editors. 	<ul style="list-style-type: none"> • To Cheryl: Consider attending Friday
4. Other Discussion	
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
5. Next Telecon	
<ul style="list-style-type: none"> • The next telecon will be scheduled during closing activities at the Cleveland meetings. 	<ul style="list-style-type: none"> • None