

CCSDS Navigation WG Telecon	16-Nov-2016
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Attendees: Kyohei Akiyama, David Berry, Dale Force, Cheryl Gramling, Ralph Kahle, Alain Lamy, Dan Oltrogge, Julie Thienel, Patrick Zimmerman

Notes	Action
1. Finalize Fall 2016 Meeting Minutes	
David queried the attendees as to whether or not they had any proposed revisions to the minutes. He indicated that to date he had received comments from Ralph and Alain. No additional revisions were suggested.	<ul style="list-style-type: none"> • To David: Make suggested corrections and publish final minutes; upload to CWE.
2. Finalize Relative Time Requirements (for Events)	
David inquired as to whether or not those who have been working on the relative time requirements for events have completed the effort. The Service Management WG (SMWG) is hoping we are done sooner rather than later given that they are trying to meet a Red Book target. Alain, Dan, Cheryl, Dale indicated that we are close. Alain suggested that the requirements should be cleaned up before presenting to the SMWG. Target date was set for 30-Nov-2016 (next telecon). Fran was elected to finalize the requirements document.	<ul style="list-style-type: none"> • To Fran: Clean up the requirements (remove extraneous comments, etc.)
3. Maneuver Description Requirements Refinement (Main Topic)	
Cheryl led the group through the Excel spreadsheet she had created that contains the requirements statements that were formerly in the SMM MS Word draft document. Cheryl had already rendered the language in several of the requirements more terse and clear (e.g., moving explanatory information to rationale, etc.). We were able to discuss and make additional refinements through requirement SMM-P22. Detailed revisions will not be in these minutes; Cheryl captured the work in real time the spreadsheet. We will continue the work in the next telecon as the principal work item (there are about 19 remaining requirements).	<ul style="list-style-type: none"> • To Cheryl: Distribute maneuver requirements spreadsheet as modified in the meeting in preparation for next telecon.
4. Document/Action Item Review & Status	
There was insufficient time to get to the document/action item status given that we did not complete the maneuver requirements refinement.	<ul style="list-style-type: none"> • To David: Adjust (arbitrarily) dates for overdue action items relative to next telecon and redistribute.

Notes	Action
5. Other Discussion	
<ul style="list-style-type: none"> We started out the meeting scrambling because the JPL Webex application was not accessible by NASA participants (Cheryl, Julie, Dale, Patrick). The Webex audio worked fine, and foreign participants and Dan were able to access the Webex web application that allows screen sharing. Dan saved the day (again) by quickly setting up a "Go To Meeting" session that we used for the screen sharing (all except Alain, who was not able to activate the "Go To Meeting" application... David's screen was displayed to Alain in a pipeline!). After some initial confusion, things settled down and the meeting was ultimately pretty productive. Dale reported the problem with NASA participants to his Help Desk, who inquired whether or not JPL had introduced any kind of blocking or filtering of NASA sites. David queried the JPL Help Desk on this topic, though blocking/filtering of NASA participants by JPL seems unlikely. 	<ul style="list-style-type: none"> To Dale: Research with GRC Help Desk. To David: Research with JPL Help Desk.
5. Set Next Telecon	
<ul style="list-style-type: none"> Next telecon: 30-Nov-2016, 1300 UTC 	<ul style="list-style-type: none"> To David: Create meeting invitation and Webex.