**CCSDS Time Mgmt BoF Meeting Notes – 19 Feb 2019**

**Attendees**

Ramon Krosley, Jon Hamkins, Sinda Mejri, Erika Sanchez, Victor Sank, Peter Shames, Christian Stangl, Cheryl Gramling, Ed Greenberg

**Agenda**

* Peter – Send out mailman and CWE instructions (Send specifically to: Victor Sank, AJ Oria)
	+ Created “Guide to CCSDS and CWE”
	+ Mailed out to SEA-Time mailing list and to Sank and Oria
	+ Placed it in the publically accessible CWE Boot Camp folder, Boot Camp slides and "Intro to CCSDS and CWE"
	+ <https://cwe.ccsds.org/cesg/docs/Forms/AllItems.aspx?RootFolder=%2Fcesg%2Fdocs%2FBoot%20Camp%20Slides&FolderCTID=0x0120008F128D83E4774A40906DD60662AC3B27&View=%7B448728FC%2D9186%2D4BCF%2D80F0%2D192B39C01942%7D>
	+ Briefly reviewed the materials
	+ Sent email pointing the SEA-Time team to where these Boot Camp materials are stored.
* Peter – Reach-out to Asian organizations
	+ Have sent out a request to the whole CCSDS Management Council (CMC) asking for Asian organization participation and recommendation for a permanent WG chair
* Sinda, Erika, Christian, Ramon Krosley – Add terms from Christian’s email and COO doc to CCSDS terms doc
	+ Reviewed the Word doc with the set of terms that Sinda, Erika, Christian and Ray prepared
	+ Discussed what is required by CCSDS in terms of reviewing existing SANA Glossary contents (https://sanaregistry.org/r/terms) before defining new ones, ab initio
	+ Reviewed some of the proposed new terms, the existing SANA entries, and their sources
	+ Identified that some of these come from Green Books, not Blue and Magenta Books. Discussed the reasons for this, some of which, such as the “Navigation Data—Definitions and Conventions”, CCSDS 500.0-G-3, are historival Green Books that would, if updated using today’s CCSDS publication rules, be treated as Magenta Books.
	+ Discussed that work will need to be done to provide a “harmonized” set of terms, across the three existing documents that we identified:
		- “Navigation Data—Definitions and Conventions”, CCSDS 500.0-G-3
		- “Time Code Formats”, CCSDS 301.0-B-4
		- “Spacecraft Onboard Interface Services—Time Access Service”, CCSDS 872.0-M-1-S (a retired book that appears to be getting resurrected in some form)
		- Agreed to contact the Nav & SOIS WG chairs to ask them what they planned to do with their terminology definitions and “harmonization” efforts
* Oria – Send out information on Lunar GNSS reception
	+ Got a set of materials from JJ Miller that were shared with the rest of the team
* Lee Pitts, Victor Sank, Jon Hamkins, Peter - Review COO document and list topics that could be standardized
	+ A draft of a revised charter was provided.
	+ We did not have time to review it during this meeting. It will be the first agenda item for next meeting

**Action Items**

* Erika - Schedule next meeting, 12 Mar 2019
* Sinda, Erika, Christian, Ramon Krosley – Continue to meet as a sub-group to harmonize and add any new terms to the draft SEA-Time terms doc. Review SANA Terms in the process.
* All “Newbies” – please read the new Gentle Guide to CWE, see below
* Everyone unfamiliar with CCSDS documents & processes, or interested in writing / editing any CCSDS documents - read the Boot Camp materials, see below, or plan to attend the Boot Camp at the next CCSDS meeting

**Next Meeting – 12 Mar 2019 @ 0700 PST**

**Agenda**

* Review the draft revisions to the Time BoF Charter, Hamkins
* Continue review of the updated set of Terms, Mejri, Sanchez, Stangl

**File Locations**

Time Management BoF working Materials

https://cwe.ccsds.org/sea/docs/Forms/AllItems.aspx?RootFolder=%2Fsea%2Fdocs%2FSEA%2DTIME%2FMeeting%20Materials%2F2019&FolderCTID=0x012000F83FD93BEFF45E4FB5D1769B01CA762F&View=%7BA709F322%2D0E67%2D45C7%2D932D%2DCB78C55CE268%7D

CCSDS “guide” Materials, including the new “gentle guide to CWE” and CCSDS Boot Camp slides

<https://cwe.ccsds.org/cesg/docs/Forms/AllItems.aspx?RootFolder=%2Fcesg%2Fdocs%2FBoot%20Camp%20Slides&FolderCTID=0x0120008F128D83E4774A40906DD60662AC3B27&View=%7B448728FC%2D9186%2D4BCF%2D80F0%2D192B39C01942%7D&InitialTabId=Ribbon%2ERead&VisibilityContext=WSSTabPersistence>