# Time Management Working Group Minutes

## Attending

* ramon krosley
* Stan Cooper
* Jon Hamkins
* Beau Blanding
* Christian Stangl
* Lee Pitts
* Yukio Yamamoto
* Zhang Cuitao

## Agenda

**July 30, 2020**

* Progress with mission survey
* New green book inputs/edits
* Author identification for missing sections
* Plan for August meeting: September 10

**Mission survey**

No progress was reported on the mission survey

**Review Green Book**

The Working Group went through the Green Book draft, section by section. We discussed slight variations to definitions and minor editorial changes to existing input.

Jon volunteered to wright the front material in Section 1.

Vic Vilnrotter agreed to rework the introduction in Section 5 to remove any NASA-specific terminology.

Christian suggested reorganizing section 5, time correlation. Currently, each space agency has its own subsection, and this is leading to some repetition. Instead, it may be better to have one subsection that describes things in a common way, and explain the differences in terminology or algorithm variation within one subsection. We agreed to revisit this once everyone has read through the whole document.

Yukio volunteered to write section 5.5, on JAXA time correlation methods.

Beau Blanding tentatively agreed to write section 7.3, spacecraft maneuvers.

**Next meeting**

September 10, 2020, 7 – 9 am Pacific Daylight Time. (If this presents a conflict, we could meet on September 17.)