# Time Management Working Group Minutes

September 10, 2020 teleconference

## Attending

* ramon krosley
* Christian Stangl
* Eric pitts
* Sinda Mejri
* Victor Vilnrotter
* Marina Ohara
* Yukio Yamamoto

## Agenda

* Actions from last meeting:
	+ Each agency should begin collecting data using mission survey form Lee distributed in June. Let's try to make progress on this before the next meeting. – not yet started
	+ Jon will write front material for Section 1 - complete
	+ Yukio will make progress on Section 5.5, JAXA time correlation methods – complete
	+ Vic Vilnrotter agreed to rework the introduction in Section 5 to remove any NASA-specific terminology.
	+ Beau will consider whether he could write Section 7.3, spacecraft maneuvers – will be complete within week
* Progress with mission survey
	+ ESA: waiting for inputs
* New green book inputs/edits
	+ Yukio
* Author identification for missing sections
* Plan for fall meetings
	+ October 29, 7-9 am PDT (Germany will be on Winter time)
	+ November 4, 7-9 am PST

## Actions

* Each space agency to detail format of time calibration packets used in missions
* Each space agency to collect data for mission survey
* Jon to provide spreadsheet template for mission survey
* Jon to investigate participant from Russia for section 4.3 and mission survey
* Pending Actions from 7/30/2020:
	+ Vic Vilnrotter agreed to rework the introduction in Section 5 to remove any NASA-specific terminology.
	+ Beau Blanding tentatively agreed to write section 7.3, spacecraft maneuvers.

Agenda for October 29 meeting

* Review input from mission survey
* Discuss reorganization of sections 5 and 6