# Time Management Working Group Minutes

December 3, 2020 teleconference

## Attending

* Jon Hamkins
* Robert pItts
* Anthny Reeves
* Beau Blanding Cuitao Zhang
* Eric Pitts
* Marina Ohara
* Stan Cooper

## Agenda for December 3:

* Action items review
* Discussion of inputs to Green Book
* Green Book Status

## Minutes

### Action items

The Working Group discussed the status of action items we started formally tracking at the October meeting. Updated status is at the end of these minutes, with changes in red.

### Mission survey

NASA has continued to slowly identify personnel that can respond to the mission survey and have collected a few more inputs. This will be on ongoing activity.

### Green Book status

Lee Pitts presented a new subsection, 3.5.5, on DTN. This was accepted by the group. A suggestion was made to insert additional references relating to the RFC and CCSDS DTN documents.

The Green Book draft was updated to include the new section 3.5.5 and uploaded to the CWE website.

Lee Pitts is also working on an input for section 6, Time Synchronization. This will be a longer input. The timing of delivery to the working group is expected to be a matter of weeks, with some uncertainty relating to the ease of clearing the material for public release.

## Next Meeting

Given the action items we are working on, the Working Group decided to forestall setting a specific date for the next meeting. The Working Group agreed to wait for Lee’s input, after which we will meet so that he can present it. This will likely not happen until at least January.

## Actions

Open action items are listed in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AI#** | **Action** | **Assignee** | **Due Date** | **Status** |
| AI\_20\_01 | Each space agency to detail format of time calibration packets used in missions | NASA: Jon; ESA: Sinda; JAXA: Yukio | Dec 2020: determine what can be released.  May 2021. | Open. Agencies may be limited in what can be released. |
| AI\_20\_02 | Determine what/whether mission survey data can be publicly released | NASA: Carlyn  ESA: Sinda  DLR: Christian  JAXA: Yukio | Dec. 2020 | Open |
| AI\_20\_03 | Complete mission survey | NASA: Carlyn  Others: TBD | May 2021 | Open |
| AI\_20\_04 | Write section 2.1 | Jon Hamkins | December 2020 | Open |
| AI\_20\_05 | Write 3.5.4 | Sinda Mejri | December 2020 | Open |
| ~~AI\_20\_06~~ | ~~Write 3.5.5~~ | ~~Lee Pitts~~ | ~~December 2020~~ | ~~Open~~Closed |
| AI\_20\_07 | Write section 6 (time synchronization section) | Lee Pitts | December 2020 | Open |
| AI\_20\_08 | Rework the introduction in Section 5 to remove any NASA-specific terminology | Jon Hamkins | December 2020 | Open |