# Time Management Working Group Minutes

January 21, 2021 teleconference

## Attending

* Jon Hamkins
* Robert PItts
* Christian Stangl
* Carlyn-Ann Lee
* Sinda Mejri

## Agenda for January 21, 2021 meeting:

* Time synchronization, section 6 – Lee Pitts (AI\_20\_07)
* NTP, section 3.5.4 – Sinda Mejri (AI\_20\_05)
* Mission survey status
* Action items review
* Schedule next meeting

## Minutes

### Time synchronization, section 6 – Lee Pitts (AI\_20\_07)

Lee Pitts presented a new section on Time Synchronization. There is a lot of good information here. Lee will look at Figure 3 to see if an update is needed; he will upload references to CWE.

### NTP, section 3.5.4 – Sinda Mejri (AI\_20\_05)

Sinda presented the section on NTP. She will check on the copyright of one of the figures, and will consider whether to update the section to include more than the client-server mode of operation.

### Mission survey status

Carlyn-Ann Lee led a discussion on NASA’s mission survey. There are a number of missions that have not been responsive. The Working Group discussed publishing a table that includes the responses we have received, without waiting for a response from all missions. Christian Stangl is working on the mission survey and plans to provide input for several missions. Sinda Mejri is also working this issue.

### Action items review

Action items were reviewed and updated in the table below.

### Next Meeting

March 11, 2021, 7-9 am PST (UTC-8).

## Actions

Open action items are listed in the table below.

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| --- | --- | --- | --- | --- |
| **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 Update 1/21/2021: Check copyright; consider adding broadcast mode to NTP section |
| ~~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~~. Update 1/21/2021: To-do: Provide updates on fig 3; upload refs to CWE |
| AI\_20\_08 | Rework the introduction in Section 5 to remove any NASA-specific terminology | Jon Hamkins | December 2020 | Open |
| AI\_21\_01 | Prepare Green Book draft for initial WG review | Jon Hamkins | March 2021 | Open |
| AI\_21\_02 | Draft section on BEIDOU (section 4.4.3) | Sinda Mejri | March 2021 | Open |