# Time Management Working Group Minutes

March 11, 2021 teleconference

## Attending

* Jon Hamkins
* Eric Pitts
* Christian Stangl
* Stanley Cooper

## Agenda for March 11, 2021 meeting:

* Action items review
* Schedule next meeting

## Minutes

### Mission survey

DLR is collecting mission survey data, four satellites in total. This is nearly finished, and will be finished next time.

Mission survey data may be collected using this web form:

<https://docs.google.com/forms/d/e/1FAIpQLSemn5uG8BQZ5jx8UR3pKdRxHFeec-t0lWtwZiNE9yvsG4X-dA/viewform>

or in the Word form, previously distributed.

### Action items review

Action items were reviewed and updated in the table below.

### Upcoming schedule

We anticipate completing all or most of the actions items in a manner that would position the working group to issue a resolution at the May meeting to approve the Green Book draft to be released for agency review. This means completing all of the major sections of the book in April, 2021, and issuing an action item at that time for each agency to review the entire book and be ready to discuss it at the May meetings.

The May face-to-face meetings in Hunstville have been canceled, and they will be replaced with virtual meetings. We are awaiting guidance from CCSDS regarding which week(s) they recommend the virtual meetings to occur, and we anticipate scheduling one or two two-hour meetings during that week to read through the entire Green Book and discuss items identified in our internal review.

## 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: YukioDLR: Christian | 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: CarlynESA: SindaDLR: ChristianJAXA: Yukio | Dec. 2020 | Open |
| AI\_20\_03 | Complete mission survey | NASA: CarlynOthers: 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) | Sinda Mejri | March 2021 | Open |