# Time Management Working Group Minutes

2023-02-06  
Teleconference

## Attending

* Jon Hamkins
* Eric Pitts
* Stan Cooper
* Victor Sank
* Christian Stangle
* Michael Petkevich (JSC)

## Agenda:

* NTP time dissemination discussion – Clemens Heese
* Green Book revision in response to AD comments
* Concept paper
* Time code format revision – draft pink sheets
* Action item review
* Upcoming schedule of meetings
* Conclusion/wrap up

## Minutes

### NTP time dissemination discussion – Clemens Heese

Clemens was not available to attend this meeting. Sinda will coordinate for the next meeting.

### Time code format revision – draft pink sheets

Formal Vindication, a Spanish company, is interested in the time code format standards. Sinda will invite them to present at the next meeting

Jon presented his comments on the Time Code Formats Blue Book. He indicated a number of shortfalls of this book with respect to CCSDS procedures. There are missing sections and it is not written in the concise technical style, for example. It does not use normative language, making compliance more difficult to determine. There is no pics pro forma, patents section, or managed parameters either.

Tom Gannett has supplied the Word version of this book. It is now in CWE in the folder relating to this meeting.

Jon agreed to start on pink sheets for this book, following the comments made by Stan and Jon.

### Green Book revision in response to AD comments

Jon searched the entire Green Book draft for missing acronyms and added 39 new acronyms to the list.

Jon went over his responses to Peter Shames’s comments in Sections 1 and 2.

The Working Group members took an action to bring their responses to the other sections to the March meeting.

### Concept paper

Sinda presented the Concept Paper for the new project to develop time management standards. Dates have been added to the most of the milestones. She will complete the schedule for the agency review, RIDS resolution, etc. and send the update to the Working Group by February 13, 2023.

The Working Group reached consensus on the contents of the concept paper.

### Action item review

The Working Group reviewed the action items.

* AI\_22\_07 was closed. The concept paper contents are complete, with the minor exception noted above of a few dates to add. Sinda will send to WG by 2023-02-13.
* AI\_23\_01 remains open. Jon and Christian completed review of their sections, but others are remaining. Completion is anticipated for 2023-03-06.
* AI\_23\_02: no additional comments on the Time Code Format book are anticipated.
* AI\_23\_03: Jon agreed to produce the first draft of Pink Sheets for the update to the Time Code Formats book reissue.

### Upcoming schedule of meetings

For the face-to-face meetings in May, Sinda requests meeting early in the week (May 8, 9, 10). Jon agrees to see if Monday and Tuesday will be workable. We may resort to a doodle poll to see what are the best options.

Christian requests a schedule that does not overlap SEA WG, which is usually Thursday and Friday.

The Working Group agreed to next meet on 2023-03-06, 7-9am PST. Sinda has sent out a Teams invitation.

### Agenda for next meeting

* + NTP time dissemination discussion – Clemens Heese
  + Time code format revision – draft pink sheets
  + Green Book – updates from authors for sections 3-7
  + Blue Book sections – assign writing

## Action items

Open action items are listed in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ~~AI\_22\_07~~ | ~~Write concept paper for new project: blue book~~ | ~~Jon Hamkins, Sinda Mejri~~ | ~~2022-12-06~~ | Closed. Sinda to send to WG by 2023-02-13 |
| AI\_23\_01 | Respond to AD comments on green book draft | Jon Hamkins, and all | ~~2023-02-12~~  2023-03-12 | Open |
| ~~AI\_23\_02~~ | ~~Comment on Time Code Format BB~~ | ~~All~~ | ~~2023-02-12~~ | Closed |
| AI\_23\_03 | Create draft Pink Sheets for Time Code Format book | Jon Hamkins | 2023-03-12 | Open |