

PDS4 Standards CCB Telecon

Date: June 25, 2013

Attendees:

Lynn Neakrase, Trent Hare, Carol Neese, Tom Stein, Dan Crichton, Emily Law

Notes:

Lynn – welcomed the board and called the meeting to order

Dan – walked through the PDS4 CCB slides that introduces the concept and objectives, structure and organization, logistics and notional process.

Emily – introduced and gave a overview demo of the JIRA tool adopted for tracking change requests and history. The tool is currently being configured. Upon ready, the board will receive user account and log in info.

SCR disposition

1 SCR was discussed. Title of the SCR: "Instrument_Host Context product – add enumerated value of: Lander"

Tom suggested changing the wording of the proposed solution for clarification. The changes were made using the JIRA tool.

The SCR was accepted by the board based on result of votes below:

ATMOS (Lynn) – yes

GEO (Tom) – yes

SBN (Carol) – yes

IMG (Trent) – yes

IPDA (Dave) – yes (by email)

RINGS (Mark) – yes (by email)

PPI (Steve) – absent

Status of the SCR was changed to Approved-as-is.

Lynn – walked through Mark's email procedural comments

1. In the future, SCRs will be distributed either via PDF. When JIRA tool is ready, persistent URL will be distributed for each request.

2. All agreed that things need to be clear. If they are not, SCR will be returned.

3. All agreed that explanation must be clear. Same as 2 above.

4. Priority should be Urgent, High, Medium and Low.
5. Organization of the SCR form will evolve and improve over time.
6. The tool includes a comment field.
7. Eventually, all minor SCRs will be handled via email. For now, will dispose them as others at the telecom till we get a good handle of the process.
8. A later start time was discussed. Tuesday 8:30 and Thursday 9:00 Pacific a.m. were considered. No conclusion at the meeting. Emily was to start a doodle poll.

Next telecon will be held July 2 Tuesday 8-9 a.m. Pacific. Lynn will send out meeting notice with SCRs to discuss by Thursday June 27.

All telecon artifacts will be posted on either EN webpage or a wiki page.

Artifacts for this meeting include:

PDS4 CCB slides

CCB charter

SCR discussed

Mark and Dave's emails