

Agenda for ALMA Week**DRAFT Version 3.0****14-Apr-03**

I propose we have four classes or types of gatherings at ALMA Week.

To the extent they serve the purpose of bringing all these people together, their relative priority is:

Meeting Type	prio
Project level information, IPT status	1 presentations; general high level information, plenary
inter IPT meeting	2 resolve issues, write and finalize ICDs
IPT internal meeting	3 bring NA/EU together; resolve issues; write and finalize requirements documents
additional IPT presentation	4 presentations, more information, no expected outcome

Large Meeting Room**Organizer****Notes**

Mon June 2

am 1	Intro / project status	1	JAO
am 2	Milestones	1	JAO
am 3	IPT reports - Site Ant	1	IPT leads
am 4	IPT reports - AEG SE	1	IPT leads
pm 1	X		
pm 2	X		

Tue June 3

am 1	IPT reports - FE BE	1	IPT leads
am 2	IPT reports - LO Sci	1	IPT leads
am 3	IPT reports - Corr Comp	1	IPT leads
am 4	SE - ALMA System Design	1	D'Addario
pm 1	X		
pm 2	X		

Wed June 4

am 1	SE - ALMA integration plans	1	Sramek, Haupt	ATF & Chile
am 2	SE - Overview; Elect Design & EMC	1	Haupt, AvKesteren	
am 3	SE - ALMA Product Assurance	1	Zivick, Haupt	
am 4	Safety / Hazard Analysis	1	Boecker / Bolyard	
pm 1	X			
pm 2	X			
pm 3	meeting dinner		depart at 04:00 pm	

Thu June 5

am 1	SE - EDM Q&A	2	Oliver
am 2			
am 3	ALMA Operations Plan	1	Guilloteau
am 4	Site - Construction Coordinate System	2	Radford
pm 1	X		
pm 2	X		

Fri June 6

am 1	Site - AOS Technical Building - CnDR	2	Radford	all IPT reps
am 2	Site - AOS Technical Building - CnDR	2	Radford	all IPT reps
am 3	Site - AOS Technical Building - CnDR	2	Radford	all IPT reps
am 4	Site - AOS Technical Building - CnDR	2	Radford	all IPT reps
pm 1	X			
pm 2	Closing	1	JAO	

	Small Mtg Rm 1	Type	Organizer	Notes	Small Mtg Rm 2	Type	Organizer
Mon June 2							
	pm 1 Ant - spec review	2	IPT Leads	fe be cmp site	Corr - group meeting - BL & 2GC	3	IPT Leads
	pm 2 Ant - spec review	2	IPT Leads	fe be cmp site	Corr - group meeting - BL & 2GC	3	IPT Leads
	pm 3 Ant - transporter concept	2	IPT Leads	sci site	Corr - new filter design for BL	2	IPT Leads
	pm 4 Ant - transporter concept	2	IPT Leads	sci site	Corr - new filter design for BL	2	IPT Leads
Tue June 3							
	pm 1 BE - AOS Fiber Optic network & ICDs	2	Janes	Site Corr cmp	SE - PA in IPTs	2	Zivick
	pm 2 BE - AOS Fiber Optic network & ICDs	2	Janes	Site Corr cmp			
	pm 3 BE - AOS Fiber Optic network & ICDs	2	Janes	Site Corr cmp	Safety - SE & other IPTs design engs	2	Bolyard
	pm 4 BE - AOS Fiber Optic network & ICDs	2	Janes	Site Corr cmp	Photonics Issues	4	Payne
Wed June 4							
	pm 1 ICD review FE / Comp	2	Cunningham		ICD review	2	
	pm 2 ICD review FE / BE	2	Cunningham		ICD review	2	
	pm 3 ICD review FE / Ant	2	Cunningham		ICD review	2	
	pm 4 meeting dinner		depart at 04:00 pm		meeting dinner		depart at 04:00 pr
Thu June 5							
	pm 1 Sci - Calibration Mtg	2	Butler	Sci FE Cmp BE +	Site - Central Cluster Antenna Stations	2	Radford
	pm 2 Sci - Calibration Mtg	2	Butler	Sci FE Cmp BE +	Site - Central Cluster Antenna Stations	2	Radford
	pm 3 Sci - Calibration Mtg	2	Butler	Sci FE Cmp BE +	Site - Access Road: CnDR	2	Radford
	pm 4 Sci - Calibration Mtg	2	Butler	Sci FE Cmp BE +			
Fri June 6							
	pm 1 WVR Review	2	Tan	Sci FE SE JAO +	Site - ALMA & Const Camps: Const Docs	2	Eschwey
	pm 2 WVR Review	2	Tan	Sci FE SE JAO +	Site - ALMA & Const Camps: Const Docs	2	Eschwey
	pm 3 X						
	pm 4 X						

Notes	Small Mtg Rm 3	Type	Organizer	Notes
	Procurement strategies	3	Kurz	JAO + Business staff
	Procurement strategies	3	Kurz	JAO + Business staff
	Site - Electric Power Generation & Distrib	2	Dicherico	JAO + SE
	Procurement strategies	2	Kurz	JAO + Business staff +IPT
	Procurement strategies	2	Kurz	JAO + Business staff +IPT
	ICD review	2		
	ICD review	2		
	ICD review	2		
1	ICD review	2		
M3 + Ant SE JAO	ICD review			
M3 + Ant SE JAO	ICD review	2		
M3 + Ant SE JAO	ICD review	2		
	ICD review	2		
Ant + other IPTs	ICD review	2		
Ant + other IPTs	ICD review	2		