

Governance Meeting:

Goals:

- 1) Agreed charter, roles and responsibility matrix for ALMA Management Team
- 2) Agreement on the hierarchy and number of operations documents
- 3) Further the Maintenance Management Plan and define clear actions for completion
- 4) Agree on a general roles and responsibilities matrix for pan-ALMA
- 5) Discuss the initial concepts and pan-ALMA related scope to a January operations review, including potential representatives from the executives
- 6) Work on the maintenance planning per device (tier 1, 2, and 3 break down)

Activities:

Maintenance Device Dependent Planning: *Whyborn* (chair, JAO, IET chair), *Asayama* (vice-chair, NAOJ), *Mizuno* (NAOJ/JAO), *Rossi* (ESO), *Saini* (NRAO)

Development Governance Discussions: *Whyborn*, *Corder & Cox* (JAO), *Jewell & Randolph* (NRAO), *Wild* (ESO), *Iguchi* (NAOJ)

Development Steering Committee Meeting: *Whyborn* (chair, JAO), *Corder* (JAO) & *Ogasawara* (remote, JAO), *Wild* (ESO), *Iguchi* (NAOJ), *Plambeck* (remote, UCB), *Jewell & Randolph* (NRAO)

Observatory Governance Matters, AMT, & Review Planning: *Corder* (chair, JAO) & *Cox* (JAO), *Iguchi* (NAOJ), *Jewell & Randolph* (NRAO), *Wild* (ESO)

Agenda:

Sunday (June 29, 2014):

0845-0900, Room 230: Kick off discussion, Chair Stuartt
0900-1230, Room 230: Maint Management Plan, Chair Stuartt
0900-1230, Room 209: Maint Device Dependent Planning, Chair Nick
1030-1045: Coffee break [joint]
1230-1330: Lunch [joint]
1330-1600, Room 209: Maint Device Dependent Planning, Chair Nick
1330-1600, Room 230: AMT charter, definitions of other groups, document content and hierarchy, Chair Stuartt
1600-1615: Coffee break [joint]
1615-1730: Joint meeting/discussion, Chair ?

Monday (June 30, 2014):

0830-1300, Room 209: document content and hierarchy, roles and responsibilities for high level activities throughout the observatory, Chair Stuartt
0830-1300, Room ?: Maint Device Dependent Planning, Chair Nick
1300-1400: Lunch [joint]
1400-1600, Room 230: Operations Review Planning, document content, Chair Stuartt
1400-1600, Room 209: Maint Device Dependent Planning, Chair Nick
1600-1615: Coffee break [joint]
1615-1730, Room 230: Joint meeting/discussion, Chair ?
1900-2130: Dinner at ?

Tuesday (July 1, 2014):

AM:
0900-1030, Room 209: Maint Device Dependent Planning, Chair Nick
0830-1030, Room 230: Review planning, Chair Stuartt/Pierre
1030-1045: Joint Coffee Break
1045-1300, Room 230: Development Steering Committee Governance & Process, Chair ?
1045-1300, Room 209: Maint Device Dependent Planning, Chair Asayama
1300-1400: Lunch [joint, Cox departs]
1400-1530, Room 230: Development Steering Committee regular business [Ogasawara, Plambeck on phone]?
1) 1400-1530, Room ?: Maint Device Dependent Planning, Chair Asayama [if necessary]
1530-1545: Coffee break [joint]
1545-1730, Room 230: AMT regular business, Chair Corder
1) Discussion of the suggested changes to the scope of work from the device dependent discussions [Whyborn, Asayama to present outcomes/suggestions]
2) Vertex SEF