



CTA

Minutes of NectarCam documentation management meeting

CTA ref: MST-CAM/120614

Version: 1.1

Date: 29th june 2012

Page: 1/4

Minutes of Meeting

Subject	NectarCam documentation Management
Date	14th june 2012
Place	LPNHE + RMS
Author	S. Couturier

Chairperson	S. Couturier
--------------------	--------------

Participants		
Function	Name	Institution
	John Carr	CPPM/IN2P3/CNRS
	Adrien Rivière	CPPM/IN2P3/CNRS
	Sandrine Couturier	LLR/ IN2P3/CNRS
	Michel Fesquet	IRFU/CEA
	Jean-François Glicenstein	IRFU/CEA
	Corinne Juffroy	APC/IN2P3/CNRS
	Michael Punch	APC/IN2P3/CNRS
	Jürgen Knödseder	IRAP/INSU/CNRS
	Karine Lacombe	IRAP/INSU/CNRS
	Pascale Ramon	IRAP/INSU/CNRS
	Vincent Waegebaert	IRAP/INSU/IN2P3
	François Toussanel	LPNHE/IN2P3/CNRS

Distribution list	Name	Institution
Participants +	NectarCam mailing list	

Agenda	- Documentation management - Configuration management -
---------------	---

Annexes	Slides available at the following link https://indico.in2p3.fr/conferenceDisplay.py?confId=6960
----------------	---

Next Meeting	
---------------------	--



Item	Action responsible	Date
<p>Documentation management Presentation of the existing documentation management plan (see slides) Discussion on EDMS Desy:</p> <ul style="list-style-type: none"> Remind: EDMS Desy is an engineering document management tool. (Different from EDMS IN2P3.) No structure has been yet implemented for CTA. It is used by MST structure. Status for NectarCam: Not implemented yet, we will see later. <p>Indico CTA/ Indico IN2P3 John disapproves the choice of Indico IN2P3 for the NectarCam meetings. The decision is taken to transfer NectarCam meetings in CTA INDICO. Action 1: Add a category NectarCam in the CTA Indico, Send an email to CTA support.</p> <p>Action 2: Ask for the possibility of transferring the old NectarCam meetings from INDICO IN2P3 to INDICO CTA.</p>	<p>Sandrine</p> <p>Sandrine</p>	<p>15th june 2012</p> <p>15th june 2012</p>
<p>Documentation identification: CTA reference: PBS acronym/date of creation The identification chosen for the CTA documentation is not adapted to documentation management because there is no guarantee of uniqueness. Action 3: A working group composed of Michael Punch, Michel Fesquet, Pascale Ramon and Sandrine Couturier will propose an identification reference for NectarCam project before the Milan Meeting (17th july).</p>	<p>SC, MP, MF, PR</p>	<p>Before 17th july</p>
<p>Mechanical drawings identification and CAD models versioning Action 4: Necessity to define simple rules. In general labs manage their drawings and CAD models with their own identification and their own methods and tools.</p>	<p>SC + MF</p>	
<p>Documentation tree structure in sharepoint Action 5: Review the Nectarcam doc structure tree</p> <p>Action 6: Modify the way to navigate in the document folders. Possibility to implement something similar to an Explorer (possibility to develop and reduce the folders and sub-folders).</p>	<p>SC, FT, MF</p> <p>Adrien/CTA support</p>	
<p>Sharepoint access right At the moment the access to the Nectarcam sharepoint site is restricted. There are two types of access:</p> <ul style="list-style-type: none"> The owners who can modify the site, add, modify and delete contents. The members (contributors) who can add, modify and delete contents. <p>The question of a third type of users with only a read access is asked for Nectarcam users and/or for the whole collaboration. Technically it is possible but no consensus has been found for this question. It is still open.</p> <p>Sharepoint version management By now, to have a history of a document, the attached file must have the same name. The version doesn't appear in the file name and is not visible without opening the file (except in the history of the document).</p>		

Item	Action responsible	Date
<p>This doesn't allow a good version management. Several possibilities:</p> <ul style="list-style-type: none"> To keep the version in the file name and so create a new document. But need of archiving document in a dedicated folder. To allow "send to archive" with a right click (as send to record centre). To find a sharepoint functionality managing that, maybe with metadata management. <p>Action 7: Study the improvement of the Sharepoint version Management.</p>	Adrien & Sandrine	
<p>Templates 3 official templates available in Sharepoint. Need help to develop templates in LaTeX format.</p> <p>Action 8: Proposition of defining a NectarCam presentation template based on the JFG's presentation.</p> <p>Action 9: Send an ICD (interface control document) template to Michel.</p>	Michel F. Sandrine	15 th june 2012
<p>Documentation management Need to identify a local documentation referent for each sub-system (it may be one of the local quality manager LQM identified in the quality WP). This person will be responsible of adding the documents in the databases and of checking the format and the reference of their subsystem documents.</p> <p>Action 10: Identify a local documentation manager for each Nectarcam sub-systems.</p>	Sandrine	
<p>Configuration management Definition of the configuration management (see slides).</p> <p>Action 11: To establish a first version of Nectarcam CIDL (Configuration Item Data List).</p> <p>Justification files can be simulation results, tests reports, minutes of meeting explaining a technical choice...</p>	Sandrine & Michel	Before the end of 2012
<p>Non-conformance management A NC of major impact must be communicated to Nectarcam management. John's recommendation is to communicate all the NC to avoid non-solved problems later.</p> <p>Action 12: Create a NC template</p> <p>NC tool Presentation of in-progress lists created in Sharepoint to manage NC and associated actions. Help has been asked for to CTA support in order to link the two lists. John finds this demand legitimate but at the moment the requested support cannot be provided. Another tool has been mentioned and should be considered. It is a tool used to track and manage bugs: Redmine.</p>	SC	



Item	Action responsible	Date
Action 13: Audit if Redmine can be used to manage NC.	Sandrine	
Changes management Process and actions similar to NC management.		
Quality meetings Request of organizing regular Quality progress meetings with few people (system engineer, Nectarcam project manager, quality managers).		
Other points: All participants agree on the necessity to organize on CTA more “face to face” meetings (more efficient) -> very often not possible because of lack of budget. Action 14: Transmit this point to Gabriel Chardin.	Michael ? & Jürgen ?	