

Weekly Meeting Actions Tracking Log Open Action Items

Meeting Date	Job	Action	Responsibility	Date of Status	Status
4/4/2008					
	1421	New work likely to be added	Cole/Strykowski	4/4/2008	Resolve and update following Lehman Review
	1353 1501/1551 1702/1752	Shortage of designers impacting scheduled work (PF1A design, FDR, etc.)	Chrzanowski & Williams	4/4/2008	Come up with designer mitigation plan by April 7th.
	1501/1551 1702/1752	SRDs for both Coil Support Structure and Base Support Structure out for comment	Impacting WBS Managers	4/4/2008	Comments due back April 14th.
		Do not have sufficient stations/ProE licenses to support existing designers	Chrzanowski	4/4/2008	work with Computer Division to expedite procurements
	1354	Do we need PRL for Trim Coil conductor?	Kalish & Simmons	4/4/2008	PRL is typical method to purchase off-the-shelf items
	1354	Update of SRD and resolution of PDR CHITs	Kalish	4/4/2008	Issue update of SRD and CHIT resolution by April 11th
	8215	Purge Facility Layout files on Engineering Web to permit posting of latest General Arrangement drawings	Siegel & Simmons	4/4/2008	Espect to have resolved by April 8th
	1810	Notify DOE (PSO) of specific Station 3 lift requirements - follow-up to informal notification given April 4th	Viola	4/4/2008	
	1810	Resolve heating/cooling leak issues - assess issue, causes, and mitigation plans	Dudek & Cole	4/4/2008	Contacting vendor and performing tests of spare tubes to ascertain whether our processes are contributing to the issue.
	1810	Welding distortions may impact coil alignment process	Viola	4/4/2008	Thought to be minor, but tracking daily.
3/19/2008					
	1806	Comments needed on Station 3 drawings	Cole, Brown, Viola, etc.	4/4/2008	Need comments
	1806	Station 2 CSPEC in sign-off	Simmons	4/4/2008	In final sign-off
	1806	Station 5 - need progress milestones	Cole		Identify progress milestones
	1702	Base Support Dwgs comments overdue	Brown, Chrzanowski, Raftopoulos, etc.	4/4/2008	Need comments
	1702/1354	Base Support Structures - manage priorities for designers	Chrzanowski	4/4/2008	Priorities are: (1) Base Supports, (2) Trim Coils,
	1501	Coil Structures - Issue drawings for comment	Dahlgren	4/4/2008	Issuance tied to availability of designer - see 4/4/2008 action item.
	8205	Dimensional Control Plan for Station 3	Ellis	4/4/2008	Need to issue for comment ASAP (by 4/8/2008)
	1601-161	When will we have a PDR for the leads?	Goranson, Heitzenroeder, Ramakrishnan	4/4/2008	Work with ORNL to schedule PDR (Tentatively early June). Also question about routing cooling lines. Need for bleed resistors - peer review scheduled 4/4
	1354	Trim coil - plans to meet FDR date?	Kalish	4/4/2008	working on meeting April 29th FDR date - may delay issuance of assembly drawings until after FDR => not needed for procurements.
	1354	Trim coil SRD - when finalize?	Kalish/Simmons	4/4/2008	PDR resulted in some necessary changes. Mike to provide update by 4/11/2008

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	1803/1805	Delivery for additional wedges	Dudek, Viola	4/4/2008	Original delivery May 9th - however, first wedge expected mid-April
		Need new weld engineer	Dudek	4/4/2008	Receiving resumes