

ASOS Test Review Board (ATRB) Meeting Minutes

Minutes: **ATRB Meeting**

Date: July 23, 2008

Attendees: Jerald Dinges, Joseph Fiore, and Khien Nguyen (NWS/OPS24)
Tom Townsend (NWS CR4)
Bing Huang (FAA)
Ron Heatherdale, Gerald "Wayne" Knight (U.S. Navy, SPAWARSYSCEN)
Jerry Kranz (FAA)
Roy Rassmussen, Scott Landolt (NCAR)
Dave Mannarano (NWS OPS22)
Robert Born (USAF)
John Monte (OS&T)

The first ASOS Test Review Board (ATRB) Meeting was held on July 23 at 9 AM using GOTOMEETING web based meeting software to display various documents and presentations that were discussed during the meeting. The audio part of the meeting was held by telephone conference. Representatives from each the five groups that make up the ATRB were in attendance: The Department of Commerce (DOC) National Weather Service (NWS), the Department of Transportation (DOT) Federal Aviation Administration (FAA), the Department of Defense (DoD) Air Force and Navy, and the National Center for Atmospheric Research (NCAR). An invited guest speaker from the NWS Office of Science and Technology (OS&T) was also present at the meeting. The purpose of the meeting was to give an overview of how and why the ATRB was formed, to review the ATRB charter to make sure that the ATRB members knew their roles and responsibilities, and to hear a presentation from John Monte (OS&T) on the progress of the ASOS Ceilometer Replacement Program. The Office of Operational Systems (OOS), Field Systems Support Center, Test and Evaluation Branch (OPS24) convened and moderated the meeting. Highlights of the meeting were:

1. The first topic discussed was a brief overview of the results of the ASOS Test Improvement Workshop held in Sterling, VA on April 3, 2008. The formation of the ATRB was one of the key recommendations made at that meeting. The general make up of the ATRB and its roles and responsibilities were discussed. The ATRB presides over the Test Readiness Review (TRR) group and the Test Review Group (TRG), and has the authority to recommend or reject (by vote) moving from one phase of testing to another: from the development phase (Factory Acceptance Test (FAT), System Integration Test (SIT)) to the operational phase (System Test (ST), Operational Test & Evaluation (OT&E)). The ATRB will review and approve all test plans, test reports, and test data developed during each phase of testing.
2. The second topic discussed was a review of each part of the ATRB charter (using GOTOMEETING) in detail. A lot of time was spent discussing the roles and

responsibilities of the ATRB, the documents that will be reviewed and approved by the ATRB, and how the ATRB votes should be counted when deciding how to proceed to each phase of testing. Particular attention was given to determining how the ATRB will recommend moving from one phase to another, and what happens when there are dissenting opinions by voting members of the ATRB. Attention was also given to a discussion on how the ATRB will interact with the ASOS Configuration Control Board (ACCB) and ASOS Program Management Council (APMC) when there are dissenting opinions by members of the ATRB on the decision to proceed to the next phase of testing. Some of the highlights and recommendations as a result of these discussions were: there would have to be a 2/3 majority vote (3 out of 5 voting members) without any vehemently opposed (total disagreement) views from any of the 5 ATRB members, in order to proceed to the next phase of testing. The 5 voting members of the ATRB are DOC (NWS), DOT (FAA), DoD (Air Force), DoD (Navy), and NCAR. Test Plans, Test Reports, and any test documentation will be reviewed and approved by the ATRB first, and then disseminated by the members of the ATRB to their particular agencies or teams for review. An FAA representative noted that the union representatives have to be included in process for reviewing plans and reports for OT&E. The FAA representative on the ATRB will be responsible for providing these documents to the unions for review. Then there was a discussion about the possibility of having too many levels of approval for going from one phase of testing to another phase of testing. In general, if there is not a 2/3-majority vote for approval to proceed to the next phase from the ATRB, the issues in question will be passed to the ACCB for resolution. If the ACCB cannot resolve the issues, they will be passed up to the APMC for a final decision. The ATRB decided that there will be requirement for a Test Request for Change (RC) to change the software and hardware baseline for OT&E. The development project manager responsible for each software or hardware change made to the operational baseline will write the Test RC. **Action Item 1** reflects this request for a Test RC prior to OT&E.

3. The third topic discussed was a summary of upcoming ASOS projects presented by the ATRB chairman. Upcoming projects discussed (**the list is included as an attachment to these minutes**) included: Thin Client OID/VDU replacement OT&E, Ceilometer replacement SIT, ST, and OT&E, and the major V3.01 firmware revision, which also integrates other changes into V3.01. The five ASOS security RC's were also discussed. Three of the security RC's will be included in V3.01 firmware. The two remaining ASOS security RC's will be part of another firmware version. V3.01 is planned to be the last major firmware load for the current ASOS. The firmware version with the remaining two security RC's will be the last ASOS firmware load before the ASOS program moves into the ASOS sustainment mode. The schedule for these upcoming ASOS projects was also discussed. The next year will be a very busy year for upcoming ASOS projects.
4. The fourth topic discussed was a PowerPoint presentation by John Monte (**which is provided in an attachment to these minutes-refer to attached document for details**) on the status (and history) on the development phases of the Ceilometer Replacement program, the status on the development phase of the All Weather Precipitation Accumulation Gauge (AWPAG) sensor, and the status on the development phase of the

Ice Free Wind (IFW) sensor. John stated that he would make the test results, test plans, and test reports discussed during his presentation available to the members of the ATRB upon request (**Action Item 2**). John also stated that the members of the ATRB might be required to sign a non-disclosure agreement for any test results that contain proprietary information.

5. The final topic was a wrap up of the meeting and discussion on how often to have the ATRB meetings, and when to have the next ATRB meeting. An Action Item (**Action Item 3**) was given to the ATRB chairman to decide when the next ATRB meeting will occur. Members of the ATRB requested that the ATRB meetings be scheduled at a regularly scheduled date and time, so they could prepare their agendas for the meetings (if possible). The ATRB members also stated that they preferred to have the ATRB meetings at 2 PM EST if possible. The ATRB chairman stated that ATRB meetings and review of documents would occur more often during the next year, due to the large number of upcoming ASOS projects.

The next ATRB meeting will be scheduled by the ATRB chairman, and disseminated to the ATRB members.

The following action items were agreed upon during the meeting:

Action Item 1: (OPEN) – Assigned to the development project manager responsible for each software or hardware change made to the operational ASOS baseline. A Test Request for Change (RC) will be written to reflect each software or hardware change made to the operational ASOS baseline prior to OT&E.

Action Item 2: (OPEN) – Assigned to John Monte. John stated that he would make the test results, test plans, and test reports discussed during his presentation available to the members of the ATRB upon request.

Action Item 3: (OPEN) – Assigned to Jerry Dinges. The ATRB chairman will decide on a time and date for the next ATRB meeting, and how often the ATRB meetings will take place.

Please direct all questions/concerns to Joseph Fiore (Phone (301)-713-0326 x 119, email joseph.fiore@noaa.gov).