



MINUTES OF MEETING dated April 12, 2002

Subject: ACE: second consortium meeting d.d. April 12, 2002

Prepared by: Harrie Bohnen

Location: Amsterdam

Code-/Ordernumber: 1370000.1

Participants:

Mr. Bohnen	NLR
Mr. Ehlert	DUT
Mr. Van den Elzen	RNLAF
Mr. Kacer	MAB
Mr. Knibbe	DUT
Mr. Monthaan	DUT
Mr. Rapcan	MAB
Mr. Rerucha	MAB
Mr. Rothkrantz	DUT
Mr. Sletterink	DUT
Mr. Vollebregt	NLR
Mr. Van Westrenen	NLR

Distribution:

Participants
CPD, VE, ID

The second consortium meeting of the project Adaptive Cockpit Environment (ACE), funded by the Dutch MoD and monitored by the Royal Netherlands AirForce, was held at NLR on April 12th 2002. The programme of the meeting is attached to this MoM.

Management issues

1. Planning

The project 'started' July 17, 2001 (although not official). The activities of both NLR (lead Workpackage 2, 6 + 7) and MAB (lead WP 3, 4 + 5) are delayed. This was foreseen and is due to the unforeseen starting date of the project but also to too less communication – working together as partners - within the entire project and within WP's (i.e., WP leads + WP partner). The other main reason is still developing insight, both theoretical and conceptual. As far as can be foreseen the delay of about three months will be overcome during the remaining duration of the project. Due to the delay, the WP's lead by the DUT will start about June this year (deduced from the Microsoft project planning table as distributed during the meeting).

2. Deliverables

Literature report: although finished and already distributed to the partners as a draft, a significant delay occurred due to NLR internal review hiccups.

NLR is working itself on a report concerning the system architecture and concept and also on the co-ordination of the software development process. The information of the first report is according to all partners needed to get a (common) understanding of the ACE system.

3. Progress reports + invoicing

As agreed upon every 3 months for each WP a progress report will be sent to the project co-ordinator. As no information at all is received from the DUT no integral report can be written and offered to MoD. MAB reports are available but need some small revision.

4. Staff

No remarks

5. SW development plan + standards

All agreed upon the value of a integral SW development plan for which all will deliver input to the draft report to be written by NLR.

Presentations:

- **State-of-the-art Adaptive Automation (NLR)**
- **ACE UML model (NLR)**
- **System requirements and architecture + on- line assessment (NLR)**
- **Knowledge base (MAB)**
- **Workload Assessment Module (DUT).**

Others

- Partners requested NLR to provide information about military operations and the role of the pilot therein. NLR will do so but remarked that a lot of valuable information was sent before either by providing the partners with reports (literature) or by providing them with references to open literature sources.
- Project co-ordinator:
 - stressed that each WP leader has specific responsibilities such as discussed before
 - expressed concerns regarding project progress
 - expressed concerns regarding the activities described by DUT with a special remark on the fact that only work as described in the contract is part of the official activities for ACE
 - again remarked – with reference to NLR's presentations – on the already before agreed upon scope of the project (type of Pilot/type of mission/no attention for fatigue, EEG etc.))

Action item list (except those – progress reports and work package activities) originating from the contract/ project plan/technical proposal)

1. All: provide input to SDP (week 20) provide possible action/procedure, etc.
2. NLR: release SDP (week 17); provide information about cockpit applications; arrange date visit NLR/RNLAF to MAB and Prague.
3. All: provide NLR with digital versions of the Presentations held.
4. DUT: provide information on date for third consortium meeting.

The next consortium (one-day) meeting will be held at the DUT in Delft on October 7th or October 14th (still to be decided upon).



Subject: ACE: second consortium meeting d.d. April 12, 2002

Agenda Consortium Meeting ACE

2002, April 12th

Programme

09.30 hr.	Arrival at NLR
09.45 hr.	Welcome
10.00 hr.	Management issues <ul style="list-style-type: none">• Planning• Deliverables• Progress reports + invoicing• Staff• SW development plan (s) + standards
11.00 hr.	Pause & Coffee
11.05 hr.	State-of-the-art Adaptive Automation (NLR)
11.30 hr.	Presentation: ACE UML model (NLR)
12.15 hr.	Lunch
13.30 hr.	System requirements and architecture + on-line assessment (NLR)
14.15 hr.	Knowledge base (MAB)
15.00 hr.	Pause & Tea
15.15 hr.	Workload Assessment Module (DUT)
16.00 hr.	Final discussion
16.45 hr.	Wrap-up/action items
17.15 hr.	Drinks/leave