



Submillimeter Telescope Observatory

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MEMORANDUM

To: CAMAC Group
From: Thomas Folkers
Date: February 1, 2001
Subject: Progress Reports

I would like to ask all of us that are working on the CAMAC upgrade to provide me with a weekly progress report summarizing what you have accomplished during the week. In addition, I would like to know what your short term plans are for the upcoming week. A simple e-mail would suffice. I would like to hear from everyone including Staff Technicians.

With this information, I will produce a weekly summary to be presented to the SMT director and possibly for posting on a CAMAC upgrade web page and I will e-mail it to all people involved.

I realize some of us are very busy and do not need another task to do, but I feel this will help keep the tasks on schedule and facilitate the forward momentum of this very important project.

I would like to have these reports no later than 1:00 PM Fridays in order to have a summary prepared before the weekend.

Thanks you,

Thomas Folkers