

# Folded-port Infra-Red Echellette Pre-Ship Review

## Reviewers:

- Brian McLeod (SAO; MMIRS)
- Eric Persson (OCIW; FourStar)
- Stephen Smee (JHU; WHIRC)
- John Wilson (UVA; APOGEE)

# Charge to Reviewers

Recommend to the Magellan Director whether or not to ship FIRE to Las Campanas

A written report from the panel chair to the Director due by November 19, 2009

Include punch list of remaining tasks (if any) with

- description of satisfactory resolution
- required or recommended conditional

# Criteria

Detailed in Appendix B

- Draft support agreement
- Installation plan
- Scientific commissioning plan
- Letter committing telescope time
- Meets laboratory performance goals?

# Select a chairperson

## Responsible for

- Compiling the report
- Delivering the report
- Agenda changes
- Adjourn at 4:00 PM

# Findings & Recommendations

Punchlist items should be formatted with:

- Findings: Describe the context of the item
- Comment: The reviewer's experience or opinion on similar items
- Recommendation: Specific actions to address the topic and if it's required or recommended

# Travel Reimbursement

- Mail the form and receipts in the envelope

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