

MEMO Meeting Notes: 04 Feb. 2014 14:00 GMT

Attending: KL, PMH, CR
Absent: VB, SB, AN, RP, ABr, DA
Invited:

Minutes:

1. Introduction: KL

- Calendar: KL to make sure there is a diary invite in the STFC system for future MEMOs.
- We all wish VB a swift recovery.
- Future notes to be taken by PMH

2. Notes on previous meeting, status of actions: All

- CR: get leaders of online and computing activity together to discuss status, plans, process, and resources. – *complete*
- SB: organize a MOM discussion in Warwick in Jan. 2014. – *in progress*
- KL/VB: Collaborate on more detailed plan for performance analysis of Steps IV, V and VI before Christmas. – *in progress*
- KL: Liaise with SB to define Operations Parallel asap. – *in progress*
- SB: Pull CMacW PPS crate test into the Operations plan. – *complete*
- KL: Write to Zoe once more to ask for report asap. - ISIS letter - Zoe wrote letter, awaits John Thomason's response – *complete*
- SB/MOM: Design/devise revised operations WWW presence on MICE Mine to adiabatically take over from the MICO page. – *stands*
- CR: Consider a design for a revision to the MICE WWW page – *stands*
- SB: Produce the plan of actions by which we arrive at the various runs in good shape; – *stands*
- SB: Outline a plan for preparing for the putative field-off run. – *stands*
- CR/VB: Review organization in light of EB comment; – *in progress*
 - additional issue raised to separate C&M from online
 - PMH will propose new structure
- KL/CR/VB: Will meet in the week at 12:00 GMT on 29 Jan. 2014 to discuss organization that will have been prepared by CR/VB. – *complete*:
 - We met and discussed the top-level with broad-level of agreement. The outcome will be considered in preparation for the meeting to discuss the organization later this week.

3. Report/actions from MIPO PMH (notes posted)

- SS1 latest quench at 200A
- decision tree for reduced B_{FC} field started by Steve W.

4. Ops team status: SB

- no report this week: KL/SB will devote Friday to moving forward
- power outage emphasizes need to clarify responsibilities in the MMB activity
- **ACTION:** KL agree and document MMB responsibility list

5. Operations plan Jan to Jun, first cut: SB/All

- 03 Feb. 2014: 0.8Hz test and target/beam-bump test; 16:30 to 24:00;
- Run failed due to ISIS dipole problem
- need to reorganize for 04-06 April run
- will need to factor in RF work in hall
- **ACTION:** KL - get the word out

6. Organisation of SW&C and Physics activities: CR/VB

- unchanged since last meeting
- configuration Manager role created to cover geometry/alignment/calibration
- details to follow after meeting between CR/VB/KL
- need analysis WBS

7. Status of Survey: KL/PMH

- EMR survey complete
- EMR 12.5cm too far north
- T. Hayler will make a MICE note with results
- **ACTION:** PMH to ensure that raw data from Palin/Hayler are stored with CR
- **ACTION:** PMH to ensure that MICE note is completed
- **ACTION:** CR to report next MEMO on timeline to get survey data accessible for data analysis

8. Evaluation of Steps IV, V and VI: VB

- need to generate matched channel using J. Cobb's proposed reduced FC currents
- discussion deferred until VB returns

9. CM38 parallel sessions and plenary speakers: All

- SW&C and Physics are complete with the exception of one take to be fixed by VB
- no operations parallel session yet

10. DONM: 18 Feb. 2014

- **ACTION:** KL adjust meeting time to allow inclusion of SB

AoB

- PMH - power outage used to take advantage of electronics down for cleaning
 - delays DS cooldown
 - KL: Craig MacWaters responsible for MLCR/RR, JG responsible for hall
- PMH - CMS Ion (neutron monitor) did not recover from power outage
 - JG searching for solution
 - hall is open while ISIS is off
 - need to define need for CMS Ion wrt hall configuration

Summary of Actions:

- **SB:** organize a MOM discussion in Warwick in Jan. 2014.
- **KL/VB:** Collaborate on more detailed plan for performance analysis of Steps IV, V and VI before Christmas.
- **KL:** Liaise with SB to define Operations Parallel asap.
- **SB/MOM:** Design/devise revised operations WWW presence on MICE Mine to adiabatically take over from the MICO page.

- **CR:** Consider a design for a revision to the MICE WWW page;
- **SB:** Produce the plan of actions by which we arrive at the various runs in good shape;
- **SB:** Outline a plan for preparing for the putative field-off run.
- **CR/VB:** Review organization in light of EB comment;
- **PMH:** Propose revision to C&M organizational structure.
- **KL:** Do MEMO RAL calendar malarkey
- **KL:** Agree and document the MMB responsibility list.
- **KL:** Remind collaboration of forward planning of operations activity through SB;
- **PMH:** Ensure that survey data from Palin goes to CR
- **CR:** Ensure that survey data is stored appropriately and used in processing;
- **PMH:** Make sure MICE Note documenting survey is produced;
- **CR:** Report to next MEMO the timeline for the use of the survey in processing;
- **KL:** Set time for next MEMO in consultation with SB
- **KL:** Resolve with AN, I. Taylor, Hall Manager and CMacW who is responsible for which areas in the MICE Hall/MLCR and Rack Room 2;