

MICE Experiment Management Office

2nd December 2014; 15:00 GMT

Phone details: <http://mice.iit.edu/phonebridge.html>

Members: D. Adams, V. Blackmore, S. Boyd, A. Bross, K. Long, C. Rogers, P.M. Hanlet, A. Nichols, R. Preece

Agenda

1. Introduction: KL

2. Minutes and actions: All

- **KL:** Take forward negotiations for additional support for the computing infrastructure;
Done. Ed Overton has agreed to take 50% role to support the online systems. New Warwick post-doc is slated for the Computing Infrastructure role.
- **KL VB** to set up pion-contamination review meeting late September;
Done. Meeting will take place next week.
- **KL VB** to set up EMR beam-test review meeting late September;
Done. Meeting will take place next week.
- **RP:** Consider measurement of position or stress on measurement; **Stand.**
- **VB:** Specify, then initiate “Physics block challenge”.
Superseded. Need now to progress to analysing present and next PBC.
- **SB:** Produce by 17Oct14 a document describing commissioning, operations and shift plans;
Done.
- **KL:** Talk to K. Ronald re documentation of controls for RF;
Done.
- **KL:** Ask D. Loader to organise meeting with Z. Bowden and J. Thomason;
Superseded.
- **KL:** Raise support for D. Rajaram with D. Kaplan;
Done. D. Rajaram will come for at least a year.
- **KL:** Liaise with RP to make draft of Assumptions Document in time for the CB to review it.
Done.
- **KL, CR:** Define specification for geometry and ConfigDB completion. Perhaps organise meeting with R. Bayes;
Done.
- **KL:** Contact C. Brew to ask to plan the shift of network.
Done.
- **KL:** Find out status of papers for 17Oct14; This is in JPa’s hands.
Done.
- **KL:** Liaise with SB/A. Blondel so that the shift/support planning can be effectively discussed and agreed at the CB.
Done.
- **KL:** Bother S. Boyd once more to get operations parallel and plenary stuff organised.
Done.

3. **Actions/recommendations from RLSR/MPB: All**
Present version of spreadsheet posted on the wiki.
4. **Report/actions from MIPO: PMH**
5. **S/w&C progress against milestones: DR**
6. **C&M progress against milestones: PMH**
7. **Status of Step I publications: VB**
 - Pion-contamination paper:
 - EMR beam-test paper:
8. **Preparations for analysis at Step IV: CR**
 - To include status of preparation of first Step IV paper and cooling-demo design paper.
9. **Planning for commissioning and operations: SB**
 - To include summary of MICE/ISIS operations planning.
10. **DONM**
11. **AoB**