

MICE Experiment Management Office

16th December 2014; 14:00 GMT

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

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

Invited: V. Blackmore

Agenda

1. **Introduction: KL**
2. **Minutes and actions: All**
 - **KL:** to send list of candidates to SB for discussion on Monday. Agree to follow up with another MOM discussion.
Done. MOM list being populated. SB needs to follow up with another MOM discussion; action changed to SB organising the follow-up.
 - **SB:** Find rules on shift working and on call for users.
Not sure of the status.
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 MOM recruitment, preparations for on-call and shift rotas, documentation and liaison with ISIS.
10. **DONM**
11. **AoB**