

MICE Experiment Management Office

27th January 2015; 14:00 GMT

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

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

Invited: V. Blackmore

Agenda

1. **Introduction: KL**
2. **Minutes and actions: All**
 - **SB:** Find rules on shift working and on call for users.
 - **SB:** Send reminder after mock-data run but before collaboration meeting.
 - **SB:** Contact Z. Bowden to ask for dates for the next meeting.
3. **Report/actions from MIPO: PMH**
4. **Planning for commissioning and operations: SB**
 - To include:
 - Status of preparations for:
 - * Operations meeting (CM41?);
 - * Setting the date for the next mock data run;
 - * Planning for 08Mar15 activation run;
 - * Planning for exploiting ISIS running during construction in March.
 - Status of MOM recruitment;
 - Preparations for on-call; and
 - Status of documentation and liaison with ISIS.
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:
 - Physics group support of operations document;
 - Towards bulk processing of Step IV MC and data;
 - Status of preparation of first Step IV paper; and
 - Status of cooling-demo design paper.
9. **Completing the response to the RLSR/MPB: All**
10. **Plenary and parallel sessions at CM41: All**
11. **DONM**
12. **AoB**