

MICE Experiment Management Office

24th February 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

- **KL:** Contact ZB to verify rules regarding MICE collaborators (users) taking shifts.
Done. We are responsible for making save working environment that satisfies the various STFC policies (which we have, AN is the arbiter). Issues related to shift work are between the individual and his employer. So, for STFC staff, clearly this needs to respect the STFC shift-work rules. For other staff, the matter needs to be settled to the satisfaction of the individual and their employer. The process we have in place, and the projected implementation, is satisfactory. If we receive feedback from individuals or their employers we will need to review, and possibly change, our procedures.
- **KL:** Contact Z. Bowden to ask for dates for the next MICE/ISIS Operations meeting.
Done, but without a date. Stands. E. Lancaster will take action on Monday 23Feb15 to identify possible dates. Also, she will send the notes on the previous meeting.
- **CR, PMH, SB, JPa:** Report at next MEMO on the progress in planning the weekend running in User Run 2015(01).
Agenda item.
- **PMH:** Investigate us of job-card system for C&M with RP.
To be covered in C&M report.
- **CR, DR:** Define plan to deliver automated batch processing of data close in time to data taking.
To be covered in S/w&C report.

3. Report/actions from MIPO: PMH

4. Planning for commissioning and operations: SB

- To include:
 - Status of preparations for:
 - * Planning for 08Mar15 run;
 - * Planning for weekend running in User Run 2015(01);
 - * Progress on revision of run plan for Step IV;
 - Status of MOM rota;
 - Preparations for on-call; and
 - Status of documentation and liaison with ISIS.

5. S/w&C progress against milestones: DR

- To include:
 - Progress against milestones;
 - Progress towards automatic processing;

- Initial consideration of processing time issues.
6. **C&M progress against milestones: PMH**
- To include:
 - Progress against milestones;
 - Investigation of use of job-card system
 - Initial consideration of processing time issues.
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 analysis tools etc.
 - Status of preparation of first Step IV paper; and
 - Status of cooling-demo design paper.
9. **DONM**
10. **AoB**