

MICE Experiment Management Office

~~15th~~ January 2015; 14:00 GMT

Present: V. Blackmore, S. Boyd, K. Long, A. Nichols, D. Rajaram, R. Preece, C. Rogers
Apologies: D. Adams, A. Bross

Notes

1. Introduction: KL

None (at least I don't remember one!).

2. Minutes and actions: All Accepted.

- **SB:** Find rules on shift working and on call for users. Logically, given ruling on shift-rules as applied to MOMS, there should not be any issues related to experiment shifts. Agreed to rephrase action as:
KL: Contact ZB to verify rules regarding MICE collaborators (users) taking shifts.
- **SB:** Send reminder after mock-data run but before collaboration meeting.
Superseded.
- **SB:** Contact Z. Bowden to ask for dates for the next meeting.
Agreed that KL would follow up.

3. Report/actions from MIPO: PMH

Principal point to note is that the construction situation is very fluid because of the installation of the PRY supports and the delivering of the supports and then the components of the PRY itself. This means that operations need to be planned with care and with some sensitivity to the pressures on the construction. Discussion will continue in CM41 plenary and parallel.

4. Planning for commissioning and operations: SB

- Status of preparations for:
 - Operations parallel (CM41);
Parallel sessions sorted, plenary still under discussion.
 - Setting the date for the next mock data run;
SB will send email today with list of what has to be done so that a plan can be made. If a second mock-data run is organised, it needs to be two weeks or so before 08Mar15. Implies that likely slot would be week of the 22Feb15.
MOM handover meeting will be organised by CR. Discussion will include the list of outstanding tasks that need to be completed before another attempt at running can usefully be carried out.
 - Planning for 08Mar15 activation run;
Begin planning of resolution of issues once the full list has been assembled.
 - Planning for exploiting ISIS running during construction in March.
Construction planning is presently 2 shifts; 5 days a week; with this input SB will work out cover.
Agreed that weekend-running pattern would begin 21Mar15. *Agreed: CR, PMH, SB, JPa:*
Report at next MEMO on the progress in planning the weekend running in User Run 2015(01).
- Status of MOM recruitment; Ed Overton has been invited to join the MOM team. *Agreed:* Policy is that there are no "partial MOM swaps. Presently need to fill August slot and then 2016.

- Preparations for on-call;

Parallel at the CM will assemble the plans from the various groups. SB will describe the status in his plenary contribution at CM41.
 - Status of documentation and liaison with ISIS.

Presently the documentation is rough and ready. SB has a meeting to review the status on Friday. SB will solicit input from DA.

It was noted that ISIS will want a week-long activation run at some point.
5. **S/w&C progress against milestones: DR**
- Five milestones were identified as suitable for tracking, these are: data mover, track fit, global tracks, integrated trigger, integrated DAQ. These are now in the waterfall plot.
- P. Franchini has begun to work on the computing infrastructure.
- Y. Kharadzhev has been able to implement a fix to salvage the uncorrupted data for the EMR/pion-contamination papers.
6. **C&M progress against milestones: PMH**
- Status as presented in the recent response to feedback was summarised. **I assume you'll redraft this section. Best keep a tidied version of the milestones section.**
- Initial goal for the mock data-run was to include the full detector controls integrated with run control. This goal was dropped due to lack of progress on some of the detectors. Integration/completion of the controls for the MMB went well; snagging list of issues has been generated. The RC needs to have the flexibility to react to "off-normal" conditions with one or more failed component.
- Milestones for tracking that are now in the waterfall plot are:
- **01Mar15:**

Fix known issues and include EMR and tracker;
 - **End March:**

Include all s/c magnets.

State machines developed during magnet training and acceptance tests will be of benefit here.
 - **Mid-April:**

System-summary report; alert system reporting what is on, warnings, alarms etc.

It was *agreed* that this was of lower priority than the other work. Work will be scheduled once other items are complete.
 - **End March:**

Magnetic field monitoring/pry-movement monitoring.
- We discussed possibility to extend job-card system to C&M, especially since some of the work has impact on the construction work. *Action: PMH:* investigate us of job-card system for C&M with RP.
7. **Status of Step I publications: VB**
- Pion-contamination paper:
 - EMR beam-test paper:

Practice talks for both papers will be this Friday. Hope for presentation of final results at CM41.
8. **Preparations for analysis at Step IV: CR**
- To include:
 - Physics group support of operations document;

Concept of Physics (or analysis) shift. Document prepared by CR will be posted away. KL to (re)read soon.
 - Towards bulk processing of Step IV MC and data;

Processing is DR responsibility; automated processing will be initiated for 08Mar15 run. CR to talk to DR (**action**).

- Status of preparation of first Step IV paper;
No update.
 - Status of cooling-demo design paper.
Meeting to discuss this on 03Feb15.
9. **Completing the response to the RLSR/MPB: All**
Draft circulated for comment.
10. **Plenary and parallel sessions at CM41: All**
Physics session has been populated. S/w&C needs KL to fix permissions so that DR can edit (done).
Ops parallel has been defined, not plenary has not yet been completed. Expect to finish plenary end of the week.
11. **DONM**
24Feb14; 14:00
12. **AoB**
None.

Summary of actions

- **KL:** Contact ZB to verify rules regarding MICE collaborators (users) taking shifts.
- **KL:** Contact Z. Bowden to ask for dates for the next MICE/ISIS Operations meeting.
- **CR, PMH, SB, JPa:** Report at next MEMO on the progress in planning the weekend running in User Run 2015(01).
- **PMH:** Investigate us of job-card system for C&M with RP.
- **CR, DR:** Define plan to deliver automated batch processing of data close in time to data taking.