

MICE Experiment Management Office

10th March 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**
 - **PMH:** Investigate us of job-card system for C&M with RP.
3. **Report/actions from MIPO: PMH**
4. **Planning for commissioning and operations: SB**
 - To include:
 - Status of preparations for:
 - * Planning for weekend running in User Run 2015(01);
 - * Progress on revision of run plan for Step IV;
 - * Revision of shift analysis;
 - Status of MOM rota;
 - Preparations for on-call;
 - Status of documentation and liaison with ISIS; and
 - Status of planing for MICE/ISIS operations meeting.
5. **S/w&C progress against milestones: DR**
 - To include:
 - Progress against milestones;
 - Consideration of processing time issues.
6. **C&M progress against milestones: PMH**
 - To include:
 - Progress against milestones;
 - Investigation of use of job-card system.
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 (including placement of secondary absorber).
9. **DONM**
10. **AoB**