

## MICE Experiment Management Office

24<sup>th</sup> 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.  
**Superceded.** Noticed this is now an agenda item (since last time. No need to record in two places!
- **SB:** Ensure that the Serbs and Chinese have correct list of collaborators in CHEESE.
  
- **KL:** Continue to work with sleeping partners to ensure full shift pool.  
**Ongoing:** Progress in working with NIKHEF group. Other sleeping partners still need to be contacted.
- **SB:** Seek to establish DOC.

3. **Report/actions from MIPO: PMH**

4. **Planning for commissioning and operations: SB**

- To include:
  - Status of operations in 2014(03):
    - \* Summary of weekend running on 21/22Mar15;
    - \* 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 of the *next* 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**