

MICE Experiment Management Office

16th June 2015; 14:00 BST

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

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

Invited: V. Blackmore, C. Whyte

Agenda

1. **Introduction: KL**
2. **Minutes and actions: All**
 - **KL:** Continue to work with sleeping partners to ensure full shift pool.
 - **Ongoing:** suggest to drop from MEMO; followed in EB.
 - **DR:** Work with AD to define a timeline to get the MAUS speed-up done.
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 - **DR:}** Get YK to document online data structure.
 - **KL:** Verify that the requirement for PPS training for personnel being allowed to take a shift is controlled access only, i.e. search and secure is not required.
 - **Done.** Policy to train shift personnel in controlled access and MOM (and other named people) in full search discussed with A. Stevens. Deemed to be OK; needs to be documented along with our other procedures.
 - **DR:** Ensure consisted code versioning, archival and retrieval across online system.
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 - **PMH:** Add task to create automatic checking job to ensure completeness and consistency of archived CAM data to "non-urgent" CAM task list.
3. **Report/actions from MIPO: PMH**
4. **Commissioning and operations: SB**
 - Documentation required for Step~IV operation sign-off
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**
9. **DONM**
10. **AoB**