

## MICE Experiment Management Office

23<sup>rd</sup> August 2016; 14:00 BST

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

### Agenda

**1. Introduction: KL**

**2. Minutes and actions: All**

- **DR:** make a task list for S/w&C (excluding controls) in the same spirit as those being developed for controls, the Hall and operations.
  - **Done:** see [http://micewww.pp.rl.ac.uk/projects/operations/wiki/StepIV\\_Shutdown\\_Summer](http://micewww.pp.rl.ac.uk/projects/operations/wiki/StepIV_Shutdown_Summer)
- **KL/CR:** Discuss analysis manpower.
  - **Stands.**

**3. Review of shutdown task list: KL, CW**

Task list is at:

[http://micewww.pp.rl.ac.uk/projects/operations/wiki/StepIV\\_Shutdown\\_Summer](http://micewww.pp.rl.ac.uk/projects/operations/wiki/StepIV_Shutdown_Summer)

Plan to go through the items to get status reports and to “tick them off”.

**4. Run plan for next User Cycle: All**

Goal is to take stock. Define ambition for magnet operation and fall back.

Discuss shift and expert scheduling etc.

**5. Physics Coordinators report: CR**

- Paper status
- Status of analysis of 2016 data

**6. S/w&C (and MAUS): DR**

**7. CAM status: PMH**

**8. Commissioning and operations: SB**

**9. DONM**

- 06Sep16: CERN w/s – unclear if this is possible. To be discussed.

**10. AoB**