02.29.2012 EC

HPS EC Phone Meeting of 2/29/12

Please send corrections/additions to the entire mail list.

1. Selection of EC chair.
Maurik agreed to poll members of the committee for their first and second choices for a chair.
He did not promise to announce results, but should anyway.

2. Frequency of Meetings.
We'll set up a weekly meeting time, and cancel when the meeting is unnecessary.
Maurik agreed to set up a doodle pool to find acceptable meeting times. See below.

3. Future agenda items
We discussed some of the jobs before us:
a) establishing shift scheduling and shift policy. FX agreed to present a Jlab scheme next meeting.
b) name and schedule run coordinators. Stepan and Maurik reviewed current Jlab practices, which we will follow. EC members will take on the role of run coordinator in 1-2 week periods, and be responsible for checking in with the accelerator ops, the HPS control room, noting configuration changes, and establishing the run plan.
(Does someone have a full description of run coordinator duties they could discuss next meeting?)
c) generate the HPS run plan and post on Web
d) coordinate HPS submission to next PAC, due early May
e) decide when the next HPS Collaboration Meeting should be
f) organize student thesis topics

4. NEXT MEETING
Thanks to everyone for filling out the doodle poll. Our regular weekly meeting time will be Friday noon Eastern/9AM Pacific.

Our next meeting will be this Friday, March 9, 2012.

John