

06.05.2014 EC

Present: Stepan, Maurik, Raphael, Maurik, Takashi, John

Please send comments and correction to the whole EC.

1. We discussed the HPS shift policy. Raphael brought up the problem of staffing subsystem expert shifts for extended periods. We decided to include the requirement that subsystem leaders provide for expert coverage during all shifts. See modified Policy attached above.

Stepan clarified the role of PDL--only responsible for seeing that shifts are manned, not for assigning shifts.

The EC will take on the responsibility of assigning shifts, once it has accepted the recommendation of the Technical Coordinator as to exactly which shifts to man. We expect this soon after the collaboration meeting.

Stepan suggested locals to man the early beamline shifts.

2. We reviewed the installation and commissioning schedule, also attached above. We decided to request each subsystem leader review and edit the schedule where appropriate, and that slow controls, software and DAQ insure that the schedule include their critical input, milestones, and timelines. This schedule will guide HPS in its next phase and be needed in the Readiness Review. Marco Oriunno will manage and update the schedule as needed. We expect to learn enough at the collaboration meeting to refine and formalize this schedule and to define exactly when shifts will occur.

Respectfully,

John