

# 01.08.2015 EC Meeting

Present: Stepan, FX, Raphael, Takashi, Tim, John

## 1. Shift schedule

CEBAF 12 will start mid-February, deliver beams to Halls A and D starting Feb.27, and run for physics from March 27-May 4.

As Stepan has pointed out, it behooves HPS to take advantage of running throughout March, to advance commissioning the SVT before physics time formally begins.

The SVT is planning to ship around Feb. 2, assemble and commission through the week of Feb. 16, and install the week of Feb. 23. It should be ready for beams at the beginning of March.

Accordingly, EC decided to man shifts from March 1-May 4. This period will require 9 weeks of on-call subsystem experts for beamline, Ecal, SVT, trigger daq, and slow controls, plus 9 weeks of run coordinators, a total of  $9 \times 6 = 54$  shifts blocks.

The 65 days of shifts will require  $13 \times 3 = 39$  shift blocks of experts, and 39 of workers. John will learn how the on-call and RC shifts will be distributed by institution, and pass that along to Bryan.

2. Ani Simonyan is a new graduate student working with Michel Guidal. He'll provide a formal request for her for HPS membership, and eventually a plan for a thesis. EC will have to act on both. Incidentally, Ani is attending the collaboration meeting and giving a talk.

3. Sub-Group Mission. We discussed how subgroups will handle the change from design, construction, commissioning to operations, performance, calibrations, and constants. We decided that the current group structures are adequate for the evolution of duties. Note that physics analysis is a separate group activity. It was requested that the software/analysis meetings be moved to an earlier time to make it easier for European involvement. Good idea.