

2023-11-09 Meeting notes

Date

09 Nov 2023

Attendees

- [Neveu, Nicole R](#)
- [Lauren Elizabeth Alsberg](#)
- [Lisa M Zacarias](#)
- [Sebastian C. Aderhold](#)
- [Porter](#)
- [Gonnella, Dan A](#)
- [Janice Nelson](#)

Goals

Discussion items

Time	Item	Who	Notes
20 min	Announcements	Sebastian	<ul style="list-style-type: none">◦ Open enrollment ending tomorrow◦ Covering owl shift as well for on call<ul style="list-style-type: none">▪ Will cover calendar days 12-12◦ Shutdown work will be Sunday the 19th<ul style="list-style-type: none">▪ Still deciding what time that will be◦ Linac West search pushed back to noon<ul style="list-style-type: none">▪ half an hour late◦ Showing how to check RSCWF<ul style="list-style-type: none">▪ Key bank issue preventing turn on◦ After turn on, start CM01 and CM05 field emission characterization◦ Lisa is testing on CM32, moving auto setup to IOCs◦ Dan will cancel this series, Sebastian will move it to 30 min
10 min	Hot sheet	Lauren, Sebastian	<ul style="list-style-type: none">• How to minimize time we are called on owl shift• Start documenting better how to deal with issues• How can ops trouble shoot things• List of what SRF should/should not be called about<ul style="list-style-type: none">◦ i.e. if only one cavity, maybe turn it off and call tomorrow• Use the smart sheet tracking form• New confluence page will be linked on LCLS-II hot page
5 min	HE down time	Dan, Sebastian	<ul style="list-style-type: none">• We need to plan on what we want to prepare during HE down time• We need to learn some routine maintenance<ul style="list-style-type: none">◦ coupler dies, chip ceramic, etc

Action items

- [Sebastian C. Aderhold](#) decide what we want to repair during HE down time