

Minutes of the CALICE WP Managers' meeting

25 June 2007

Present: MGG (chair), PB, PD, NW.

Apologies: DW, MW.

Minutes

The minutes of the meeting of 4 May 2007 were agreed.

Matters arising

Mike will find out if ATLAS will pay part of the costs of the Salvatore flat rental.

Note after the meeting: ATLAS will pay half the flat rental for the number of days that Antonella is there.

Risk WP4.2 was deleted following discussions with Dave after the last meeting.

Staffing

There have been no changes since the last meeting.

Financial issues

Mike has asked Matthew to provide an update of expected expenditure for equipment and consumables on WP2 this FY. Other WP managers who expect significant deviations (greater than about £5k) from allocation, above or below, should do the same.

Paul noted that there is a possible cost of about £5k to replace a crate damaged during the recent transport of the calorimeters from DESY to CERN.

We have asked the OsC for advice on how and when we can spend the working allowance. Since some PDRA posts end before 31 March 2009 we may wish to extend one or more of these.

Gantt charts

WP1: The HCAL DAQ upgrade for 2007 running is complete. The final stage, for 2008 running, cannot be completed until our HCAL collaborators are ready to specify what is needed.

David to provide comments on other aspects.

WP2: The ASICs testing programme remains on hold.

Matthew to provide comments on other aspects.

WP3: Delivery of the first sensors is now expected in the next few days, about three weeks earlier than scheduled.

WP4: The glue ageing studies will be completed in the next few days so that a copy can be delivered to the OsC at the meeting. Plans for assembly studies are continuing and will soon be in Gantt chart form.

WP5: IDs 15 and 16 are complete following talks at LCWS.

Risk register

The register was updated following the last meeting, in particular to add risk costs for the OsC meeting. There are no further changes since then.

Paul noted that we did not have an identified risk to cover the damage to the infrastructure that occurred during the transport of the calorimeters from DESY. It was agreed that this is covered by extending the meaning of risk WP1.3.

OsC meeting

Documents have been submitted, including replies to questions arising from the formal report. Some could not be readily answered and will be addressed orally at the meeting.

Next meetings

The next meeting was agreed as Monday 3 September at 9:30 by phone and a preliminary date for the following meeting was set as 5 November.

M G Green
25 June 2007