

Minutes of the CALICE WP Managers' meeting

3 November 2008

Present: MGG (chair), DB, PD, DW, MW, NW.

Apologies:

Minutes

The minutes of the meeting of 2 September 2008 were agreed.

Matters arising

PD reported that formal feedback was still awaited from the September OsC meeting (the last for the project). It will contain the request that we should provide a final report on the project after it is complete over and above the formal JeS report. Some doubts were expressed about the value of this, which will require significant effort.

Staffing issues

Fabrizio is leaving at the end of December to take up a lecturer post in Sussex. Wenbiao is leaving at the same time to take up a post in China.

Financial issues

Spend to the end of October is (September projected outturn in brackets):

Travel	£23.2k (£40k)
Requisitions	£70.9k (£94k)
TD salaries	£56.3k (£73.4k)

We may be heading for a small overspend on travel, particularly if about £5k is required by WP3 for tests at DESY after Christmas. MW noted that in principle the £5k for travel could come from the EUDET grant. Renato will control the TD salary element so that it is not exceeded. The 10GHz networking switch will not now be bought, releasing funds for WP3 travel if needed and other WP2 items. MW will determine requirements for these at the upcoming WP2 meeting and report back.

There are no indications that we are heading for an overall overspend.

Gantt charts

WP1 – only a Cambridge student is now working on the project to measure hadronic interactions in ECAL. This will continue beyond March 2009.

WP2 – the project continues essentially on schedule with the modified Gantt chart.

WP3 – a batch of chips of the new design is being assessed. One bug has been found but generally they are not working well and the reason is not understood. A new batch is expected soon.

WP4 – continuing at the new low level schedule.

WP5 – now has no STFC support and continues through Mark. Michele is about to submit his thesis and Wenbiao will soon leave.

Risk register

There are now no remaining risks; some have been removed because of the funding cut.

Other business

Several people are unavailable for the meeting planned for RHUL on 17 January. PD will canvas for a new date, possibly 14 January.

The meeting decided to support Felix as the next CALICE spokesperson. DW will transmit this to Jean-Claude.

Next meetings

The next meeting was confirmed as Tuesday 6 January at **9am** by phone. The following meeting should be around 2 March 2009. That may be the last meeting.

M G Green
5 November 2008