

Minutes of RESULTS, PITZ Physics Seminar, 11.11.2015

Project: PITZ

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Agenda:

- 1) Pulse width modulation feature slides for collaboration meeting
- 2) MAG meeting summary
- 3) Discussion of Feedback from JAG
- 4)
- 5) AOB

Results:

- 1) Trainings for shift crew on the accelerator?
- 2) People should have a look at the MAG slides (humidity control, PWM, ..)

JAG discussion

1. PPS speakers should stand up at least during rehearsals
2. Discussions might be shifted to the end of talks/questions & clarifications are welcome any time
3. Proper introductions for talks should be foreseen for all talks
4. (Preliminary) slides of a PPS talk should be sent to Mikhail the day before – to upload it for people for a look in advance
5. Discussions might be shifted to satellite meetings before and/or afterwards
6. No new topic should be brought up after 3pm
7. Students should get feedback from their supervisors well before the talk
8. PPS, Monday 9o`cl meeting are duty except for night shift takers
9. Weekly protocol should be maintained during shift week; technical problems etc. should written here, if applies including status/solution and involved persons
10. If technical problems appear, the run coordinator should ALWAYS be included in the list of informed experts

11. Shift rotation will take place in a 2 week run/2week shutdown next run period; time should be used for more detailed measurement preparation
12. Technical shifts could be done in shutdown weeks
13. 3 forthcoming weeks of shift/run schedule should be fixed if possible; situation might relax overall with 2 weeks of shutdown
14. Handlungssicherheit (please also refer to Feedback JAG summary of Frank):
 - a. Discuss with technicians if GUIs are not intuitive/problematic (e.g. missing warnings/pop-up messages for IL on critical components)
 - b. Establish and (if possible) automise standard procedure
 - c. Standard settings should be established and added
 - d. Tools/procedures should be well documents and changes should be introduced to shift crew
 - e. Criteria for measurement procedures might be defined (sharp edges/round beam/..)
 - f. Photo injector physics teaching should be offered in regular intervals (esp. in case of new group members)
 - g. During shift transition summary as well as all key entries for shift procedure have to be discussed; the measurement procedure should be clear and new shift should ask to re-enact it (to identify mistakes)
 - h. All entries should be commented (except very repetitive entries)
 - i. Summary should be filled carefully
15. Point “Participation in the shift system” : When someone has to much shift he should say so to Holger (6 weeks in advance). Plan for milestones, and react if milestones are not met.
16. Week before run: RC on Thursday (description of the 2 weeks program), running week : RC on Tuesday, as well as the 1st week after the run.
17. No additional teaching needed for laser safety for operators.

Next steps:

What is to be done?	By whom ?	Until when?	Done on
Prepare slides for collab. Meeting PWM	YR	CM	
Cash box maintenance for KK seminar	TR		
Include clear messages for ILs on crit. components in the GUI	GV (TR)		
Save and restore tool for standard settings	HH		
Meeting : shift leaders - SSB	Anne		
Check pitz-zeuthen mailing list	frank		

Protocol prepared by G. Loisch
12.11.2015