

# Long Shutdown Integration Meeting

April 26, 2012

F224-225, 10:00 a.m.

## MINUTES

- **Update, LSD Deputies** **(F. Pilat)**
  - LSD Deputy job description (draft) sent to team for review/comments. Meeting today for more discussions
  - Randy Michaud /Steve Suhring to take first 4 weeks of the down
  
- **Update on resource allocation/leveling** **(D. Napier)**
  - See Dianne's presentation for more details
  - Need account codes/proj abbrev from all PMs – Dianne will distribute to PMs
  - Resource leveling process described to the team
  - Challenged resources identified and meeting with resource group leaders to review estimates and identify peaks in the charts – then to move activities with PMs if needed
  - Final review with Will Oren next week, then baseline
  - Changes to schedule after baseline are managed by D. Napier for change control process
  - 12GeV Hall B Schedule – 29 May Review (Latifa/Glenn – might be in two parts, more details to come)
  - 12GeV Hall C Schedule – 4 June Review (Howard/Glenn)
  
- **Around the room, updates** **(All)**

<ul style="list-style-type: none"><li>• 12 GeV accelerator</li><li>• 12 GeV physics</li><li>• Physics</li><li>• FEL<ul style="list-style-type: none"><li>○ Updated schedule being worked</li></ul></li><li>• Operability</li><li>• Engineering</li><li>• Facilities</li></ul>	<ul style="list-style-type: none"><li>L. Harwood</li><li>G. Young</li><li>R. Ent, J. Gomez, W. Akers</li><li>R. Legg</li> <li>S. Suhring, A. Freyberger</li><li>W. Oren</li><li>B. Sperlazza</li></ul>
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- ESH&Q
- PMI
- Integration

M. Logue, D. Owen  
P. Collins, H. Derby  
D. Napier

- **Next meeting**

**(F. Pilat)**

- **All hands meeting week of May 7<sup>th</sup>**
- **Fulvia out next week – Dianne running mtg**