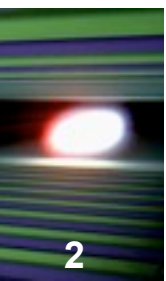




Introduction

Tobias Haas
Technical Meeting
25 Nov 2011

Agenda

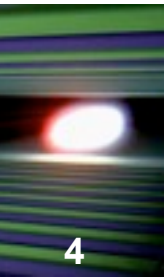


- Agenda for today:
 - Surface roughness in XHEXP1
 - Goal: Decision by 30 Nov
 - Discussion on floor allocation



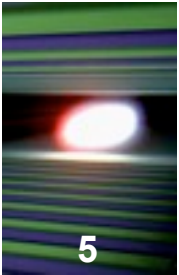
- Experimental Hall Floor allocation
- Surface roughness requirements of Experimental hall floor
- XHQ Labs
- TGA planning
- Engineering resources for instruments
- Climatization requirements for hutches
- Gas supply in the tunnels
- Color schemes for components
- Installation Planning
- ...

Format




- Friday 9:00 - 11:00
- Bi-weekly
- Strict time limit
- Agenda agreed in advance
- Minutes
- Decisions
- Action items with owners and dates

Minutes Format



■ Template by K. Ament



Technical Meeting
MEETING MINUTES

FACILITATOR	<input type="text" value="Tobias Haas"/>	DATE	<input type="text" value="25 November 2011"/>
TIME KEEPER	<input type="text"/>	TIME	<input type="text" value="9:00"/>
NOTE TAKER	<input type="text"/>	LOCATION	<input type="text" value="AER19/2.26"/>
ATTENDEES	<input type="text"/>		
ABSENT	<input type="text"/>		

Item 1 XHEXP1 Floor Roughness Requirements

+

TIME

PRESENTER

PROBLEM

SOLUTION

ACTION

WHO

WHEN

PROBLEM

SOLUTION

ACTION

WHO

WHEN

PROBLEM

SOLUTION

ACTION

WHO

WHEN

PROBLEM

SOLUTION

ACTION

WHO

WHEN

[MeetingTitle] Minutes ([MeetingDate])

1 of 2