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| european-xfel-logo-497x497 | Technical Meeting |
| Meeting Minutes |

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| Chair | Tobias Haas | Date | 27 April 2012 |
| Location | AER19/2.26 | Time | 9:00 |
| Attendees | Andrew Aquila, Tobias Haas, Harald Sinn, Chris Youngman, Nicola Coppola, Christian Bressler, Anders Madsen, Max Lederer, Michael Meyer, Thomas Tschentscher, Nadja Reimers, Sigrid Kozielski, Andreas Galler, Max Lederer, Carola Schulz, Serguei Molodtsov, Markus Kuster | | |
| Distribution | Andrew Aquila, Christian Bressler, Nicola Coppola, Martin Dommach, Andreas Galler, Jan Grünert, Jens Buck, Tobias Haas, Sigrid Kozielski, Markus Kuster, Max Lederer, Anders Madsen, Adrian Mancuso, Jochen Metzen, Michael Meyer, Serguei Molodtsov, Joachim Pflüger Carola Schulz, Joachim Schulz, Andreas Schwarz, Harald Sinn, Thomas Tschentscher, Chris Youngman | | |

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| Item 1 | Old Action Items |

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| Topic | All labs | | |
| Description | Are all labs requested actually included in the floor plan | | |
| Action | Circulate floor plan and current state of lab list and check plan against list | | |
| result | The plan was circulated on 24 April. A number of comments were received. These are concerned with:   * Size and placement of doors * Need for double doors * Size and placement of changing rooms * Separation of offices and lab floors (hall elevators end in lab area) * Arrangement of rooms in cleanroom area * Placement of some “general” labs in precision lab area * Layout of Bio area * S3 bio area * Double floor * Size of various rooms   The issues about the layout of the Bio area, the S3 bio lab and the double floor will be considered in the current round of planning. The other issues will be considered in the next round of planning | | |
| status | Closed | | |
| Who | C. Schulz/J. Metzen | When | 27 April |

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| Topic | DAQ and Control needs | | |
| Description | The DAQ and control needs need to be estimated for all instruments | | |
| Action | SPB will be used as a model for the hard X-ray beam lines. SQS will be evaluated next in order to also get a reasonable estimate for the soft X-ray beam lines | | |
| result | The work has started. First results are expected in the next meeting | | |
| status | Open | | |
| Who | M. Meyer/C. Youngman |  | 11 May |

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| Topic | Beam Port Allocation | | |
| Description | The beam port allocation of FXE and MMM may need to be reviewed | | |
| Action | The pros and cons of switching FXE and MMM on the respective side beam lines is to be reviewed by:   * Making a 3D model of a mirror-imaged assignment in order to identify space problems * Discussing the advantages and disadvantages for FXE on the two respective beam lines   A decision on the beam port allocation will be taken during the next Technical Meeting  A 3D model for a mirrored layout was shown. The experimental areas are not symmetric with respect to the central beam line but with respect to the tunnels. Therefore the mirrored design has less space for the laser hutch and the instrument on the North beam line. This effect is exacerbated by the fact that in SASE3 the situation is reversed. | | |
| RESULT | FXE will be installed on the SASE1/south beam line. Some details on floor allocation in particular with respect to the laser hutch still needs to be worked out. | | |
| status | Closed | | |
| Who | T. Haas, C. Bressler, H. Sinn, T. Tschentscher |  | 27 April |

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| Topic | SPB power and ventilation requirements | | |
| Description | The numbers for power and ventilation requirements for SPB are now fairly solid | | |
| Action | The numbers need to be reviewed by TC for   * Consistency * Necessary safety factors | | |
| status | Open | | |
| Who | T. Haas/C. Youngman/A. Aquila |  | 11 May |

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| Item 2 | XHQ Lab Planning |

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| Presenter | T. Haas | **TIME** | |  | |
| Topic | Relevant comments to XHQ plan for planning phase 1 | | | | |
| Description | The comments that are relevant for the current planning phase (phase 1/feasibility study) need to be incorporated. | | | | |
| Action | Update current planning and present results on 25 May | | | | |
| status | Open | | | | |
| Who | C. Schulz/T. Haas | |  | | 25 May |

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| Item 3 | Experimental Hall Floor |

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| Presenter | T. Tschentscher | Time |  | |
| |  |  |  |  | | --- | --- | --- | --- | | Topic | Placement of hutches with flipped beam port allocation for FXE | | | | Description | The precise placement of the hutches with a flipped FXE beam port allocation still needs to be worked out. | | | | Action | A proposal will be made by M. Lederer that satisfies the laser hutch requirements | | | | status | Open | | | | Who | M. Lederer |  | 11 May |  |  |  | | --- | --- | | Item 4 | Cost of Instrument Infrastructure |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Presenter | T. Haas | Time |  | | | |  |  |  |  | | --- | --- | --- | --- | | Topic | Cost of instrument infrastructure | | | | Description | The different parts of the list of instrument infrastructure are assigned to different budgets | | | | Action | Further refine numbers and find out where the budget for hutch infrastructure has been allocated in the financial planning | | | | status | Open | | | | Who | T. Haas/T. Tschentscher/M. Kosemund |  | 11 May | | | | |  Next Meeting: 11 May 2012 | | | |