

Communicating Better

Victoria Blackmore

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User Run Post-Partum Meeting – Notes and Actions

Versi on	Changes	Author	Date
1	First issue	C. Rogers	19/08/10
2	Add quality audit of DB, change responsible for online recon stuff, changed responsible for data challenge	C. Rogers	20/08/10
3	Changed from user run coordinator to user run physicist	C Rogers	23/08/10

Issue	Action	Responsible
User Run planning		
User Run plan missed important things (TOF alignment, D2 scan)	User run plan sign off by TB?	Blondel
System expert needed for User Run planning	Implement user run physicist	Blondel
Post-partum meeting short notice	Needs to be planned early	Run physicist
Daily/Weekly Run planning		
MICO meetings didn't work – shifters weren't aware of run aims, project planning role started to lag.	Implement weekly or daily run planning meeting during operational cycle in addition to MICO	MOM
Shifters and BLOC weren't always aware of run aims	Implement operations mailing list and/or issue tracking system - use mice-hall list - use mice-optics list	MOM
Operations		
MLCR is not a meeting room	Kick people out of MLCR who aren't useful	MOM
Not enough desk space	?	MOM
Controlled access document does not reflect practice	Update controlled access document	MOM
Keys!	PPS must be implemented	Griffiths
Control machines confusing to operate	- Standard desktop configuration for control apps - Get more VDUs	MOM Coney
Documentation needs to be updated	Check and update documentation (e.g. DAQ spill gate docs are different in different places)	MOM

Repetition of data between spreadsheet, elog, config DB	- Finish/improve Config DB interface - Quality audit and sign off of DB	Leaver Forrest
Need more trained data analysers	Data Challenge	Ellis/Cobb
MOM		
MOM handover didn't always transfer information correctly	Implement issue tracking system (use of wiki, word doc, bugzilla were all suggested)	MOM
MOM worked too long hours	Stricter controls enforced	Blondel
BLOC		
BLOC handover didn't always transfer sufficient information	Issue tracking system as per MOM	MOM
BLOC training is possibly insufficient	- Documented/formalised BLOC training procedure - BLOC retraining	Long Long
Need ISIS timings dictionary	Find/update ISIS timings dictionary	Rogers
Shifter		
Shifters need better training	Formalised/documented training procedure	MOM
Shifters didn't understand run aims	Weekly or daily operations and run planning meetings during operational cycle	MOM
Shifters sometimes didn't know when they were supposed to be at RAL	Better shift timetabling; perhaps automated system	Kyberd
Shifters should expect to bring lunch	Add to the training procedure	MOM
Need more information about cafe opening times, local accomodation	Add wiki pages	Nebrensky/All
Need more information about site facilities, etc	Formal site induction	MOM
MLCR too crowded	Shift leader needs explicit authority (and confidence) to kick people out	MOM
Controls and Monitoring Software		
Shift not aware when ISIS back up after trip	Implement alarm	Hanlet
Need testing framework	Implement "virtual experiment"?	Hanlet
Config DB Interface has no units and no way to fix errors	Update Config DB Interface	Leaver
Shifters not aware of alarm after a shift	Implement alarm when ISIS comes back after a trip	Hanlet

Software updates resulted in broken/undesired behaviour on controls	- Ability to role back to previous software version - UAT performed while expert is available	Owens MOM
(False) alarms from comms dropouts on conventional magnets still present	Get rid of the alarms	Owens
Alarm handler messages are cryptic	Review messages and fix	Hanlet
Need different monitoring for different experiment states	Implement state machine	Hanlet
Config DB should be used	Quality audit and sign off of DB	Kyberd
Monitoring and Recon Software		
- Start of run and end of run procs too complicated - Monitor apps too complicated	- Simplified interface to monitor apps - Centralised process management for monitor apps	Coney/Ellis
Software was unstable	- Improve QA process - Improve release process - Implement mimic of DAQ data stream - Implement better planning - Issue tracking system	Ellis
Online recon saved histograms at start of next run	Online recon to save histograms at end of run	Coney
Online recon needed magnet current input by hand	Config DB should update configuration data at run start and metadata at run end	Leaver
Software doesn't always do what we want	Review software requirements	Ellis
Data Transfer		
No automated data transfer	Data transfer should be automated	Nebrensky
Still don't have a clear requirement from collaboration for how data should be served	Need to get a requirement	Collings
Offline Software		
Need interface between configuration and upstream beamline monte carlo	Implement upstream beamline in G4MICE	Littlefield
Need offline DQC on all data	Run DataQualityCheck on all data	Blot
Hardware		
MOM takes on operation of all hardware which is too much	Implement sytems expert-on-call	MOM

<http://micewww.pp.rl.ac.uk:8080/documents/4>

Learning and Improving

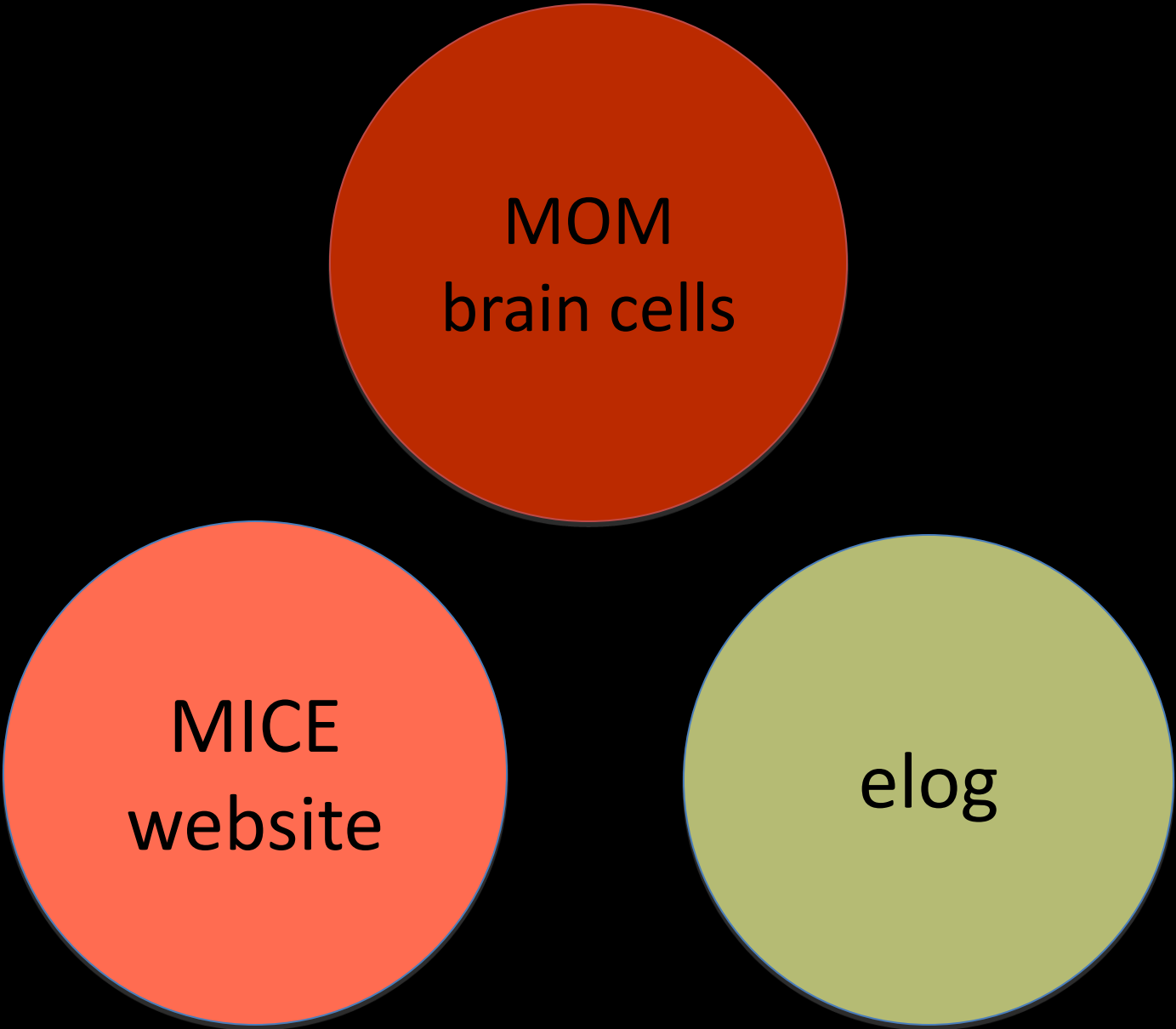
1. 33% of 'tasks' related to 'managing information'
2. Have tested a new 'project management' system used by software and computing
3. Consulted and tested with four happy MOMs and 22 users across MICE

Roumen Tsenov

☐ Jean-Sebastien Graulich

Linda Coney

Pavel Snopok



MOM
brain cells

MICE
website

elog



MICEmine

elog

MICE » Operations

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Feature #56


Update How to Change Particle Trigger Document

Added by Linda Coney 6 days ago. Updated 4 days ago.

Status:	Closed	Start:	09/28/2010
Priority:	Normal	Due date:	
Assigned to:	Jean-Sebastien Graulich	% Done:	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
Category:	Data Acquisition		
Target version:	-		

Description

current document on mico page dated Sept 2009 - update to include information on TOF1 & send document to MOM email

 [How_to_change_Particle_Trigger_Condition_V3.pdf](#) (144.1 KB) Jean-Sebastien Graulich, 09/30/2010 05:24 pm

History

Updated by Jean-Sebastien Graulich 4 days ago

#1

- File [How_to_change_Particle_Trigger_Condition_V3.pdf](#) added

Done

Updated by Jean-Sebastien Graulich 4 days ago

#2

- Status changed from *Open* to *Closed*

Done

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WR

MICE » Operations

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Documents

User documentation

[Step 1 Post-Partum Action Items](#)

09/10/2010 02:47 pm

Compiled by C. Rogers, these are the action items resulting from the step 1 post-partum meeting

[Luminosity Monitor Operating Instructions](#)

09/28/2010 09:21 pm

instructions on how to turn on/off luminosity monitor and signal processing info through to the DAQ

[How to Change the Particle Trigger Condition](#)

09/30/2010 05:52 pm

Operations instructions explaining how to change the DAQ trigger condition. Available trigger options are GVA1, TOF0, and TOF1. Updated Sept. 30, 2010.

[Shifter Instructions for Running the MoveFiles Script](#)

09/30/2010 07:10 pm

Operations instructions for shifters explaining how to run the script that moves the data at the end of each shift. This script starts the process by which we copy the data and some online plots onto tape, the PPD cluster, and the GRID. Updated 30 September 2010...

[How to Set the DAQ Spill Gate](#)

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Transport

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The X32 bus to Oxford

The timetable is available [here](#)

The Diesel MICE Van (license plate: BL08 XPB)

The MICE group van is meant to be a communal van accessible to all members of MICE who have obtained a RAL Driving permit. Willie Spensley (MICE Hall Manager) is in charge of access to the van. The key and check-out/check-in form can be found in a green folder in the MLCR. NOTE: The van is insured by RAL, but only when proper trip-logging is performed! There is also a fuel card (**for purchase of DIESEL fuel only**) linked to the van - access to this card is through Willie Spensley only.

Instructions for Use of the MICE Van.

- You must obtain a RAL driving permit prior to using the van. This permit can be obtained by contacting Mike Evason of RAL Transport in R75 (01235 44 5544). You will need to produce your original valid driving license (copies will not be accepted).
- ONLY open and lock the vehicle with the key fob (remote control on the key). NEVER open or lock it with the key itself. This will disable the ignition.
- Always complete the drivers log book which you can find in the van. If you don't, you and the car will not be

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