## Communicating Better

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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	МОМ
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
мом		
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	мом
BLOC training is possibly insufficient	- Documented/formalised BLOC training procedure - BLOC retraining	Long
Need ISIS timings dictionary	Find/update ISIS timings dictionary	Rogers
Shifter		
Shifters need better training	Formalised/documented training procedure	мом
Shifters didn't understand run aims	Weekly or daily operations and run planning meetings during operational cycle	MOM
Shifters sometimes didn't know when hey 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	МОМ
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
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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	МОМ

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

## Learning and Improving

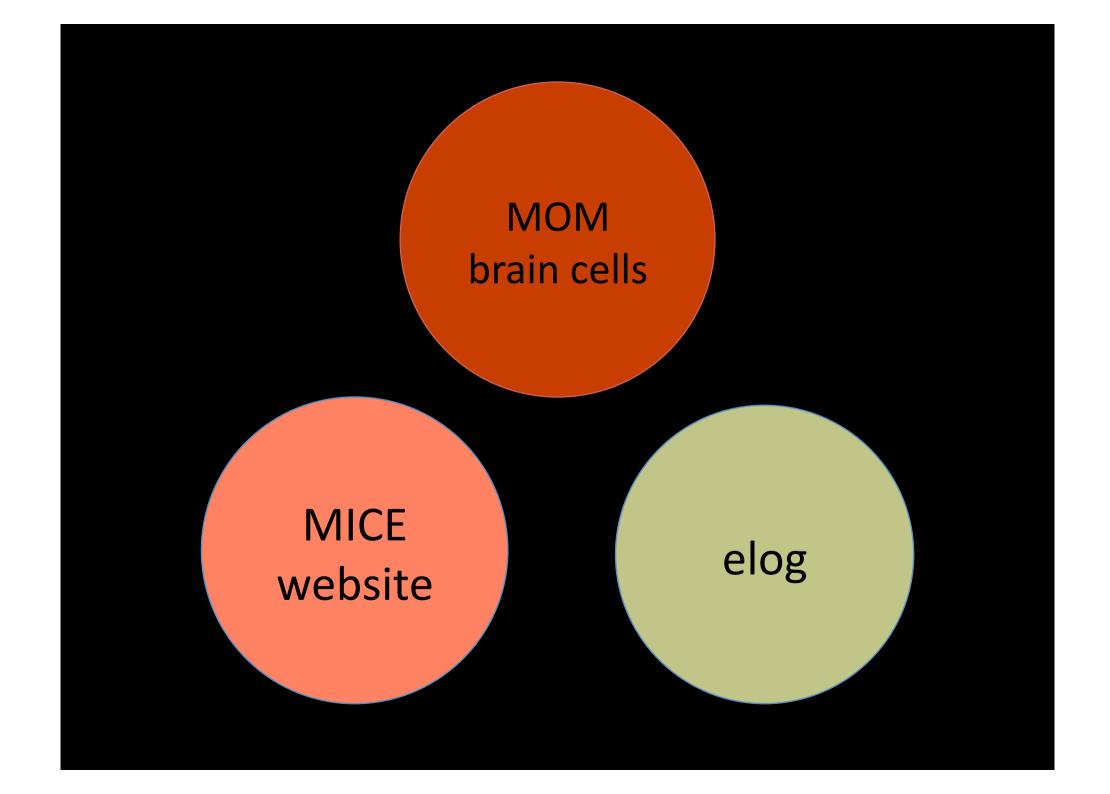
- 1. 33% of 'tasks' related to 'managing information'
- 2. Have tested a new 'project management' system used by software and computing
- 3. Consulted and tested with four happy MOMs and 22 users across MICE

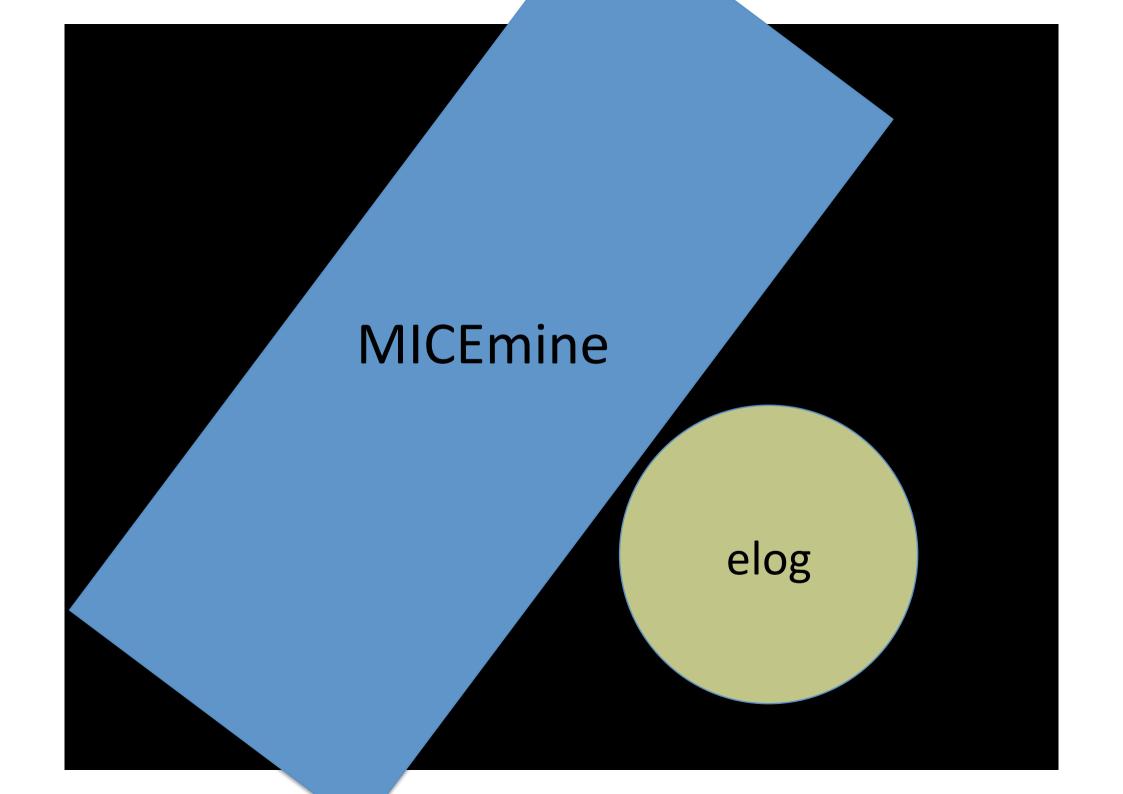
Roumen Tsenov

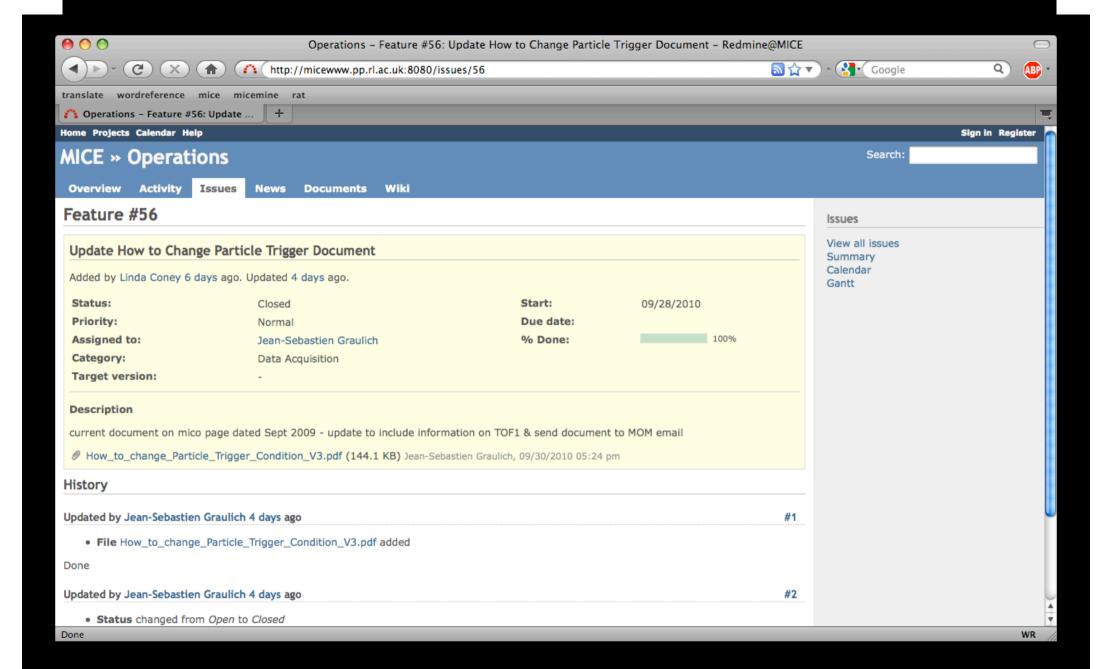
Jean-Sebastien Graulich

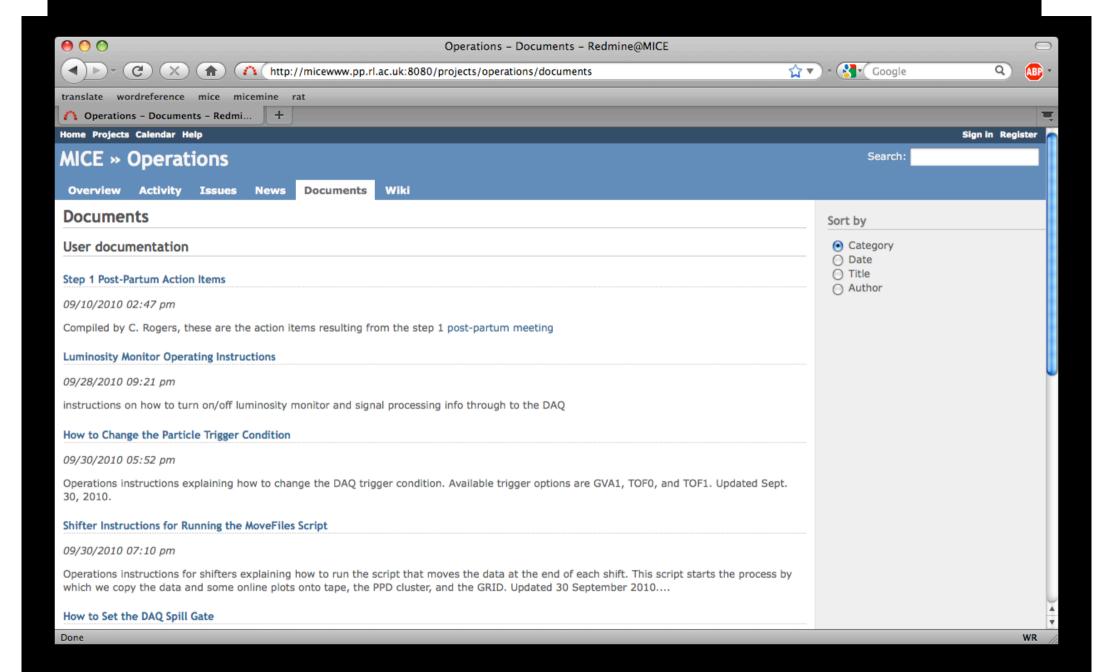
**Linda Coney** 

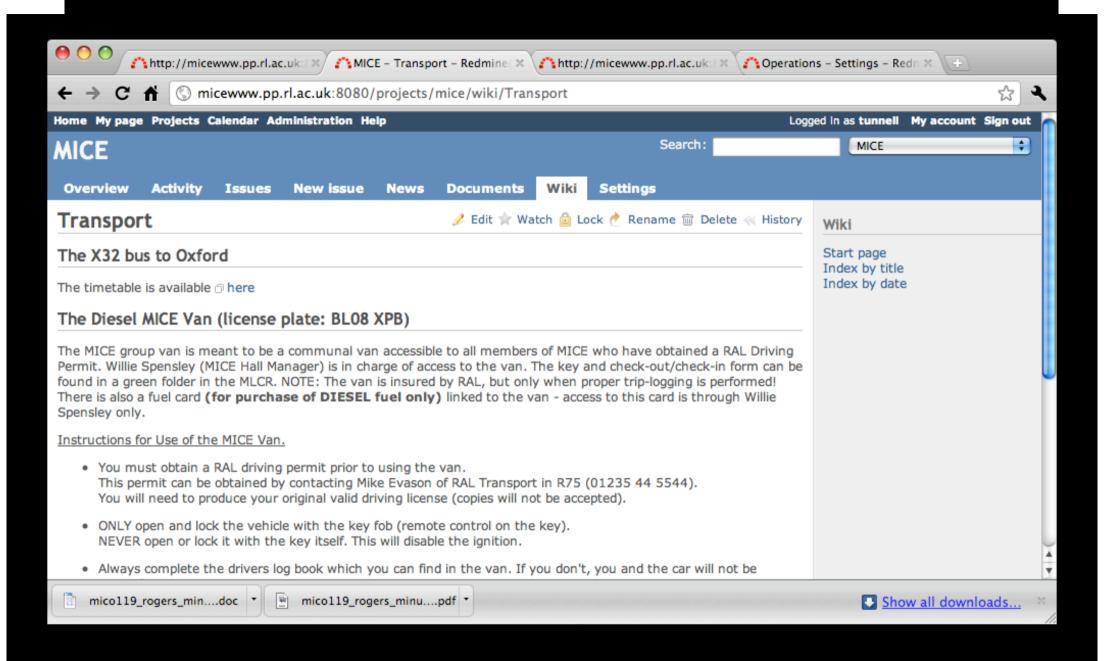
**Pavel Snopok** 











## Link

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