

# Project Meetings

Overall Project Meetings are covering:

- General news and issues (minutes, action, critical issue list, report on reviews), special reports if applicable (45 min)
- Then RF issues, Technical issues, Beam-dynamics, CTF3 etc .. **average** 45 min per activity (3 hours) – **will identify one or two overriding topics for each meeting**
- Detector and physics news/key issues (30 min)
- Around the areas – i.e. all parts of the machine (30 min)
- Wrap up, next meeting and AOB (30 min)
- 9.00-15.00 in 60-6-015

# 2011

Date	Meeting	Special focus
June 1	Proj. Meeting	- done -
July 8	Proj. Meeting	RF structures and testing facilities
Sept 2	Proj. Meeting	Staging scenarios for vol 3, prep. Granada, CTF3?/CDR?
Sept 26-30	Granada WS	
Oct 3-6	ICFA WS (CERN)	Future machines
Oct 7	CB	
Oct 21 or 28	Proj. Meeting	Work-packages, CTF3?, ....
Nov 3-4	CLIC WS on WP	Review WP with collaborators (old and new)
Dec 9	Proj. Meeting	Prep. of CDR presentation, ....
Dec 13	SPC	Presentation of the CDR (V1 and 2)