

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)

“WP – planning”

Preliminary

Activity	Description	Deliverables (2016)	Material budget
Proj. Implementation, scope, cost studies, site, physics reach	Update and improve CLIC cost model & civil engineering studies	<ul style="list-style-type: none"> • Technical Design (TD) and Project Implementation Plan (PIP) of CLIC Zero • Improved cost model, feedback to CLIC baseline review, site studies 	
Beam physics	<p>Since June 1st: Mostly in CASC:</p> <ul style="list-style-type: none"> - WPs organisation ~95% there, becoming ready to talk in more detail to groups and sections (have moved WPs between activities and refined several WPs since June) - Names of WPs leaders also ~90% clear but again we need to check with line management (in some cases done) <p>In meetings with management and CSC</p> <ul style="list-style-type: none"> - Clear message that we do need to understand collaboration efforts in quite some detail before making fully credible requests for new/larger/continued resources from CERN so this will require efforts from all of us – also required by the CB - New possible collaborators – please help us to identify them - Prepare input to ICFA and ILCSC regarding a future overall LC collaboration 		
CTF3 +			
CLIC Zero			
RF Structures			
RF test infrastructure			
Prototype components	prototypes of CLIC critical components	<ul style="list-style-type: none"> • R&D and prototyping of critical beam instrumentation • Design and studies of machine protection system • DR technologies , e.g. superconducting wiggler prototypes, test with beam, extraction kickers prototypes • Warm magnet prototypes • MDI and Post collision lines and beam dumps • Controls • DB RF system and powering 	

See talk of Roberto Corsini June 1st

CASC

CASC (weekly – 1 hour)

Focus on links to WPs and the activity managers for these work-packages

2-3 more with major work-package responsibilities (Doebert, Riddone)

1-2 representatives from line management (group level) – from July if possible
(Erk Jensen and Olivier Bruning)

Tech. Secretary for Proj. meetings when needed (Tecker)

Augier as secretary for CASC

LC implementation issues (Lebrun) – e.g. cost, schedule, power, interface to site and civil engineering (incl. conv. facilities?) WPs in GS, ILC-CLIC common issues and industrial studies

Beam physics and machine parameters (Schulte) – work-packages formulated, specific studies urgent, as a staged approach for volume 3

Systemtests (e.g. CFT3+) including preparation of CLIC 0 (Corsini) – work-packages formulated

Technical developments and integration (Schmickler) – work-packages formulated

RF structure development (Wuensch) – work-packages formulated

Agenda:

Time allocated , Title, Resp. for preparation

- 10 - Minutes and actions (Stapnes)
- 15 - Critical and urgent issues (Stapnes)
 - Vary from meeting to meeting
 - Project meeting planning included
 - Issues that need a quick resolution
- 10 – Collaboration Matters (Corsini)
 - Collaborators and CB issues
- 10 - Resource and planning matters (Schmickler and review leader)
 - Issues relate to WPs, resources, agreements/documentation and reviewing
- 15 – Activity Leader reports (Lebrun, Schulte, Corsini, Schmickler, Wuensch) and large workpackages (Doebert and Riddone) if needed.
- 2 - AOB and next meeting

Invite Jensen and Bruning to every meeting but in the last meeting of every month we change to agenda to boost the resource and activity reports(the others are shortened to 5 min each)