31 October 2019

Welcome and summary: setup regular meeting under heading WG5.1 for common projects on electronics in particular VMM related

Activity types

A. identify common-interest priorities for all users (examples: stability, user-friendliness etc.)

=> common interest and should be persued within RD51 and GDD lab

B. specific implementation requests linked to resources contributed from the driving driving team(s)

=> subjects on request of one or more teams and must be linked to resources provided by these teams, amount of GDD participation to be arbitrated

C. maintain and update a list of priorities or features to be added, improved or prepared

=> records of all subjects and activities to be stored by convenor on a database. resources, status, results, reports publications, authors to be arbitrated and eventually to be voted

D.   any proposals ?

Convenor and his / her role

GDD preference: CERN resident, unbiased, fully informed,

Hands-on with main activities in particular VMM

Hans cannot do

Proposed candidate by CERN / GDD: Lucian Scharenberg

Other candidates:

Call for email vote convenor today only

Hans.Muller@cern.ch

Subject: WG5.1

Content: name , institute-univ. Detector

Vote- names   MM, NN

Assistant convenor   ?

Declare winning name(s) of vote and email

1st task new convenor

    Create new email list (propose `RD51-WG51@cern.ch )`

    Frequency of meetings

    Day and hour of meetings

Modus operandi & Rules

Convenor creates new Indico event and 1 week before sends calls for to new email list

Users reply to convenor for subjects to be added to the agenda

Convenor compliles prelim agenda and places it on Indico in the eventspace

Users upload material files to the eventspace

Convenor updates agenda and sends reminder or cancellation 1 day before the meeting

Convenor may consult with GDD team which subjects in which sequence and in case needed
                to postpone

Just before the meeting (½ h) convenor checks material and sends reminder if missing

Arbitration rules

All subjects fall into one of the above categories A, B C,…

Convenor with support from team makes classification accordingly

All subjects therefore carry label A,B,C….

Time place and frequency

GDD seminar room 15 R-006 , Vidyo provided, Geneva time

Default timeslot for presentations 15 min. Convenor reminds time limit

Discussions after each presentation by default max 10 minutes
    (more time on previous request)

Convenor or his delegate takes notes for summary

Each subject one paragraph

Short meeting Summary contains for each subject

      Name Institutes involved
      Subject under discussion
      Proposals and actions
      Names involved in actions
      Place and estimated time for activty
      Resources involved
      Volunteers
      Voted Decisions (votes to be taken to new email list)

Documents server:

      Tbd