

**Meeting Minutes for
MINERvA Working Group Meeting (WGM)
Tuesday, November 01, 2005
1:00 pm One East**

Attendees: *E. Temple, T.J. Sarlina, D. Harris, G. Bock, K. McFarland, G. Rameika, N. Grossman, H. Montgomery, D. Boehnlein*

New Action Items:

1. *Someone (?) to send Kevin the CD-0 documentation mission needs for “alternatives considered” document, needed for CD-1*
 2. *Dave need to meet with Steve to discuss change control*
 3. *Gina will send Nancy/Debbie MINOS risk management procedure and probability impact matrix.*
 4. *Dean to send Nancy/Debbie BTeV risk management document for BTeV (done).*
 5. *Nancy/Debbie to ask Jim Kilmer what drip ceiling work must happen during shutdown and what can be done while MINOS runs. (question posed)*
 6. *Dave to talk to Steve Webster to verify that risk management is to be discussed in PEP, and ask for feedback on current version of PEP..*
 7. *Dave to reduce cost thresholds for directorate approval by factor of two in PMP.*
 8. *Debbie/Nancy to formalize configuration management plan.*
 9. *Next Working Group meeting: November 15, 1:15PM, Ed to bring lunch for all*
 10. *Following Working Group meeting(Nov. 23) to be rescheduled, as many of us are not available the afternoon before Thanksgiving.*
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- 1) *Feedback on interchanges between the Directorate and OHEP [Mont]—no news, the CD0 documentation is complete and is with Aesook at the moment. Kevin points out we’ve been asked to provide a document on “alternatives considered” which is part of preparations for CD-1. In order to write this, Kevin needs to know what the mission needs are as described in the CD-0 documentation. The “alternatives” document will be ready in at least draft form by the director’s review.*
 - 2) *Discuss MINERvA Timeline[Ed] —question from last meeting about difference between CD-1 and CD-2 requirement: For CD-1 there are cost ranges, but for CD-2 there is an actual baseline cost. CD-2 is achieved for a project based on a preliminary design, not a “conceptual” design.*
 - 3) *Risk Management Presentation [Dean] —see accompanying slides, only comments given here. Risks need to be assessed bottoms up or top down, and we need a Risk Register. Dean suggests that we discuss risks at the director’s review, to show the procedure we expect to adopt. Gina to send Nancy and Debbie documentation on what NUMI/MINOS did, and Dean to send BTeV risk management document.*
 - 4) *Status of Planning & Budgeting for infrastructure items installation in March shutdown (drip ceiling, MINOS PS & water skid) [Nancy] —have determined that MINERvA operating code will be used for the drawings right now, and eventually for the infrastructure work. MINERvA PM to find out if the drip ceiling work can be broken into parts: what must happen during shutdown, what could conceivably happen later. Gina recommends moving MINOS PS and water skid right away so MINOS can commission for 3 weeks before MI shutdown is over.*

- 5) Further discussions on Draft Review Charge and Potential Reviewers [Ed and All] –*Ed shows list of suggestions from MINERvA, Ed and Mont will come up with ultimate list. Peter notes that we don't have DAQ expert in there, wonders if DAQ and data storage issues are included in charge, our understanding is that those issues would be in an operations review, not a CD1/trial CD2 review.*
- 6) Status of development of MINERvA WBS and Resource Loaded Schedule [Debbie] –*TJ has iterated with all Level 2 managers now and each individual WBS is in good shape, and the part that we have to focus on now is making sure the links between WBS's are as they should be (i.e. work that can go on in parallel really does go on in parallel).*
- 7) Present and discuss updated CD-1DOE Documentation (PMP, PEP, Acquisition Strategy) [Dave and All] –*Dave shows that Acquisition strategy is in draft form, not ready for comments yet. Dave should talk to Steve Webster to verify that risk management is to be discussed in PEP, and ask for feedback on current version of PEP.. Mont comments that the change control thresholds should be lower for Level 3: the Director should be involved for changes in cost at 50k (single item) and 200k (over the previous 12 months).*
- 8) Status of Open Action Items from 12-October meeting:

NEW:

- a) Debbie, Nancy, Ron, Kevin, Jorge to work with Ed/Dean on setting up Director's review (draft charge, agenda, committee). **done**
- b) Dave/Nancy/Debbie need to meet with Greg/Steve to discuss change control. **Nancy and Dave met with Greg, Dave to follow up with Steve.**
- c) Nancy to give comments to Dave on latest draft of PMP and PEP for the Project Team. **done**
- d) Project should check MSP more closely to clearly get all I&I tasks into WBS 11 **done** and also look to see which of these tasks could be done with FNAL labor just as well as University labor. **not done**
- e) TJ to look at MINERvA monthly report template and see how he might change it for quarterly DOE reports. Check with Steve Webster. Do we have internal monthly reports and then DOE Quarterly reports? Perhaps the format is the same for both (if it is not too hard)? **Done—Steve will take our monthly reports and then make a quarterly report to send to DOE.**
- f) Dave Boehnlein will draft a strawperson “Acquisition Plan” up for MINERvA by the next meeting. **Draft will likely be ready for comments at next meeting (11/15).**
- g) Dean will address “Risk identification, quantification and mitigation” at the next meeting **done.**
- h) NOVA has a draft configuration control document that Ed will send us in about a week. **done**
- i) PM to look to set up a system to communicate changes to important documents under change control to managers. **not one yet formally—we do have a procedure whereby changes in detector design are agreed upon, but how this is recorded and finalized needs to be established.**

OLD:

- j) PM to discuss with Steve W. what type of cost reporting/reporting we need to do once we have CD-0. **see above item e): Steve will compose quarterly reports.**