

**Minutes for  
MINERvA Working Group Meeting (WGM)  
Wednesday, March 08, 2006  
1:00 – 2:30 PM Snake Pit**

Attendees: *M. Procaro, S. Gonzalez, E. Temple, T.J. Sarlina, D. Harris, J. Strait, K. McFarland, R. Lutha, P. Cooper, N. Grossman, H. Montgomery, G. Bock, J. Morfin, G. Rameika, D. Hoffer,*

New Action Items (or old ones not yet addressed):

1. *Set up a time when MINERvA can give an overview of the project/experiment to Saul on the order of a few hours. (Debbie, Kevin, Jorge)*
2. *Mike P. to see if CD-0 in March is still a reasonable assumption for MINERvA.*
3. *Mike P. to run the “Draft MINERvA Project Timeline for Critical Decisions & Reviews” by Steve T. to see what his reaction is.*
4. *Ron to talk to Steve about approving contingency >\$0 to see if we can set a low threshold instead.*
5. *PM to update cost and schedule ranges for CD-1 documentation and justify them.*
6. *Make 2 page summary schedule that corresponds to the CD-1 documentation. (PM)*
7. *PM to send Mike P. (and Saul) Acquisition Strategy and PEP when cost/schedule has been updated in order to get his comments.*
8. *Debbie to check that Jim K. cancelled the PO for the drip ceiling*
9. *People to give comments to Jorge on the draft agreement with MINOS (especially PPD).*
10. *This meeting series to be renamed a PMG, organized and run by Debbie and Nancy rather than Dean and Ed. Same time, same place, different web page (which will be pass-word protected).*

Agenda:

- 1) Feedback on interchanges between the Lab and OHEP [Mont/All]

*Saul Gonzalez will be joining Mike P. on MINERvA for the month of March and then taking over for Mike. Mont asked for MIE money for MINERvA in the amounts of \$5.2M in FY08 and \$4.0M in FY09.*

- 2) Discuss MINERvA Timeline[Ed/Dean]

*Getting the Acquisition Strategy approved by the end of April will be tough. We should send the AS and the PEP to Mike P. for review ASAP. He can give us comments. They can only go beyond him once we have CD-. Typically there is a minimum of 3 months between CD-1 approval and the DOE CD-2 review.*

- 3) Discussion on buying back the tracking prototype and how to include it into the schedule [Debbie/Nancy]

*We should not buy back the prototype or fix it to use, but rather should put in the real costs and durations assuming the tracking prototype will not be used. This will stretch out the schedule quite a bit (and make the cost higher), but gets the schedule to a reviewable state.*

- 4) Present CD-1 documentation tables [Debbie]

*Debbie presented cost tables where the range was base plus 0.5\* contingency to base plus 1.5\* contingency (see slides). Mike P. says that it is much easier to defend a cost range that is base to base plus contingency. That way all your BOEs document the CD-1 Documentation. If you want to do something else, you have to have very good documentation as to why you chose another range with a fair amount of detail. Jim S. suggested modifying the cost range vs. WBS table with a column justifying the extra contingency needed per WBS or something along those lines.*

5) Report Progress on CD-1 Documents for Submittal to DOE. [Debbie/Nancy]

*Debbie presented the slides of status on Project documentation and the tracking prototype. For change control, Mont would like a threshold on the cost change control of something greater than zero contingency. His concern is delaying work for minor cost contingency usage. Ron will look into this. Mike P. said we can send him the PEP and AS as soon as we are ready in order to get his comments and be ready to pass them on when we get CD-0. Sometimes they ask for BOE's when they are looking at the Acquisition Strategy. They also look at the CDR, but that can come a bit later if we aren't ready yet.*

6) Project Status Report w/ Status of Project Documents [Debbie/Nancy/Dave]

*(see item 5 and slides)*

7) Status of Open Action Items from 22-Feb meeting: [Debbie/Nancy]

- a) Make the Director's Review for CD-3 in Nov. and the DOE Review for CD-3 in January 2007 in order to allow for possible earlier forward funding. (Dean) *done.*
- b) Double-check with Procaro that this is a workable timetable (and the other dates on the timelines). (Debbie) *Mike is going to check with Steve T.*
- c) Check that sufficient time is in the schedule for preparing reqs. to submitting reqs. for purchases on/near the critical path. (PM) *done.*
- d) PM to update the cost and schedule tables in the CD-1 documentation (includes Acquisition Strategy & CDR which need to go to Mike P, Steve W., Ed & Dean). PM will do by 3/7/06. *done, but now need to redo based on this meeting.*
- e) For the 2 page project schedule summary, PM needs to remove the cost column, make sure the tasks schedule is in agreement with the present funding information and add MS float for L1, L2 MS (and make sure they agree with the PEP, PMP tables). PM will do by 3/7/06. *will do once we get the cost and schedule range.*
- f) Give draft MINERvA/FNAL MOU to PPD, OPMO & Mont for review/comment. (Jorge) *Some discussion about the need for an agreement between MINERvA and the Lab, and MINOS and the Lab, not only MINOS and MINERvA. Jorge gave the draft agreement with MINOS for installation of MINERvA for comment to folks.*