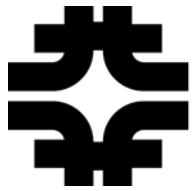




Committee Organization

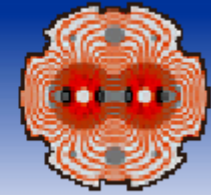
Erik Gottschalk

May 12, 2005



Overview

- **Committee web page (portal)**
- **Advisory Committee (new members)**
- **Mailing lists**
- **Document database**
- **Meeting minutes**
- **Types of meetings**
- **Video conferencing**



Fermilab Remote Operations Center Committee

To be actively engaged in experiment and accelerator operations at the LHC, it is expected that remote operations capabilities will be needed to support physics analysis efforts in the US and to support effective integration of US accelerator scientists and engineers within the LHC commissioning effort.

Committee:

[Charge to the Committee](#) (pdf, doc)

[Committee Members](#) (html, xls)

[Advisory Committee](#) (html, xls) * **New link**

Documents and Logs:

[Document Database](#) user name and password are required, please send mail to [Erik Gottschalk](#) for access.

[Electronic Logbook \(HEPBook\)](#) username and password are required, please send mail to [Erik Gottschalk](#) for access.

Meetings:

[12 May 2005 at 13:30\(Central\)](#) , Location: WH 8X * **New link**

[04 May 2005 at 14:00\(Central\)](#) , Location: FCC 1 West, duration 1 hour

Instructions for meeting access: * **Updated information**

For video connection:

Esnet: 001134988736

Hit # before and after entering the PIN.

PIN: send mail to [Erik Gottschalk](#) for access.

If you are unable to connect by video, then you can dial into the video conference by phone:

1) Dial: 1-510-883-7860

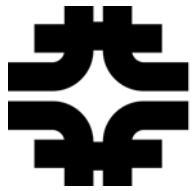
2) Enter: 001134988736 and hit #



Advisory Committee

Name	Affiliation	E-mail	Extension
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* Austin Ball	CERN-PH	austin.ball@cern.ch	+41 22 76 71676
Bob Mau	FNAL-AD	mau@fnal.gov	4429
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* David Rice	Cornell	dhr1@cornell.edu	607-255-8786
Jean Slaughter	FNAL-AD	slaughter@fnal.gov	3993
Jim Kowalkowski	FNAL-CD	jbk@fnal.gov	2215
Joel Butler	FNAL-PPD	butler@fnal.gov	3148
* Katherine Copic	Univ. of Michigan	kcopic@umich.edu	
* Margaret Votava	FNAL-CD	votava@fnal.gov	2625
Mike Church	FNAL-AD	church@fnal.gov	2382
Mike Syphers	FNAL-AD	syphers@fnal.gov	8863
Mike Tartaglia	FNAL-TD	tartaglia@fnal.gov	3890
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Vladimir Shiltsev	FNAL-AD	shiltsev@fnal.gov	5241
* Wesley Smith	Univ. of Wisconsin	wsmith@hep.wisc.edu	608-262-4690

*** New members since our last meeting (May 4, 2005)**



Mailing Lists

We have two mailing lists on the Fermilab list server:

1. REMOP@fnal.gov

- Mailing list for the Core Committee
- Open list (anybody can send e-mail to this list)
- Archived

2. REMOP_ADVISORY@fnal.gov

- Mailing list for Core & Advisory Committees
- Open list
- Archived



Document Database

- 11 documents in the DocDB as of this morning
- We will use the DocDB for meeting minutes
- Useful feature: e-mail notification

CMSPix-doc-#	Title	Author	Last Updated
82-v1	Remote Operations Stakeholders	Suzanne Panacek	12 May 2005
80-v1	LHC Operations and Collaboration	Mike Lamont	11 May 2005
77-v1	LARP Meeting Minutes	Suzanne Panacek	10 May 2005
73-v1	Report on Previous Remote Operations Workshops & REAP Working Group	Non-CMS Author	06 May 2005
68-v1	ESnet Joint Techs, Feb. 2005	Non-CMS Author	04 May 2005
66-v1	Meeting Minutes May 4, 2005	Suzanne Panacek	04 May 2005
61-v4	Welcome and Charge	Erik E Gottschalk	04 May 2005
62-v2	Committee Organization	Erik E Gottschalk	04 May 2005
60-v1	FNAL Remote Data Access Center	Alvin Tollestrup	03 May 2005
59-v1	US CMS Remote Operations Center ROC	Daniel R. Green	03 May 2005
57-v1	Status of the CERN Control Centre	Non-CMS Author	28 Apr 2005



Types of Meetings & Video Conferencing

“...prepare a preliminary report by the end of July, 2005, describing the requirements and scope of a Remote Operations Center located at Fermilab.”

In order for us to accomplish this assignment we will need to develop the requirements, and ask members of the Advisory Committee to review the requirements (iterative procedure).

Proposal for three types of meetings (one month advance notice?):

- 1) OPEN DISCUSSION (video) – We will use video conferencing to make it possible for members of the Advisory Committee to participate in discussions.**
- 2) REVIEW (video) – Presentations with participation by members of the Advisory Committee strongly encouraged. How many of these types of meetings do we need before the end of July?**
- 3) WORKING GROUPS (NO video) – Advisory committee members can participate if they come to the meeting.**

Streaming video makes it possible to record a meeting in a video file, which could be put in the Doc DB (password protected!) for committee members who missed a meeting.



Summary

- Committee web page – will be kept up-to-date with links to weekly meeting agendas and talks
- Advisory Committee members – we expect to add another 5 members before the next meeting
- Mailing lists
- Document database – ask me (erik@fnal.gov) if you need instructions or assistance
- Meeting minutes
- Types of meetings
- Video conferencing