

## LhARA WP5 – End Station R&D and beamline development

### Meeting minutes & Actions

<b>Meeting Date &amp; Time:</b>	Tuesday 10 January 2023; 0900-0930h; Zoom: <a href="https://bham-ac-uk.zoom.us/j/86078899579?pwd=dmVleXpzOFVIZVRHV2c2Vjk2RkliZz09">https://bham-ac-uk.zoom.us/j/86078899579?pwd=dmVleXpzOFVIZVRHV2c2Vjk2RkliZz09</a> Mailing list hosted on JISCMail: <a href="mailto:JISCMail-CCAP-LHARA-ENDSTATION@WWW.JISCMAIL.AC.UK">JISCMail - CCAP-LHARA-ENDSTATION List at WWW.JISCMAIL.AC.UK</a>		
<b>Attendee(s):</b>	<b>Minutes:</b> Ruth McLauchlan (RMcL) Tony Price (TP), Colin Whyte (CW), Narender Kumar (NK), Ken Long (KL)		
<b>Apologies:</b>	Carsten Welsch (CPW)		
Issue/Topic	Action	Owner	Deadline/ Status
1. Apologies & Welcome	Apologies received from those listed above.		
2. Review of minutes	N/A	TP	
<b>3. Outstanding actions from previous meetings</b>			
<b>Date of meeting</b>			
06 Dec 2022	<i>Update Wiki and add meeting minutes</i>	TP	
4. Upcoming collaboration meetings	<ul style="list-style-type: none"> <li>• <b>Today @1400 – LhARA Project Group (WPMs):</b> <a href="https://ccap.hep.ph.ic.ac.uk/trac/wiki/Research/LhARA/ProjectBoard/Meetings/2023/01-10">https://ccap.hep.ph.ic.ac.uk/trac/wiki/Research/LhARA/ProjectBoard/Meetings/2023/01-10</a></li> <li>• <b>17 Jan @1400:</b> LhARA Fortnightly</li> <li>• <b>8 Feb:</b> LhARA Collaboration meeting hosted by Birmingham</li> </ul>	All	
5. WP5 Consultation meeting plan	<ul style="list-style-type: none"> <li>• <del><b>Consultation 1: Imperial, Dec 2022/Jan 2023</b></del> <ul style="list-style-type: none"> <li>○ Afternoon topic: User needs</li> </ul> </li> <li>• <b>Consultation 2: Birmingham, Mar/Apr 2023</b> <ul style="list-style-type: none"> <li>○ Afternoon topic: Experimental constraints</li> </ul> </li> <li>• <b>Consultation 3: Liverpool, Jun/Jul 2023</b> <ul style="list-style-type: none"> <li>○ Afternoon topic: Instrumentation and dosimetry</li> </ul> </li> <li>• <b>Consultation 4: Manchester, Oct/Nov 2023</b> <ul style="list-style-type: none"> <li>○ Afternoon topic: ITRF WP1.5 and WP3 overlap</li> </ul> </li> </ul>	All	

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6. CCAP/LhARA Wiki	<ul style="list-style-type: none"> <li>WP5 wiki pages require structuring (base on WP3) and meetings minutes etc to be added.</li> <li>Make use of JISCMail list.</li> </ul>	TP/RMcL	
7. Consultation Meetings	<ul style="list-style-type: none"> <li>Successful meeting held on 14 Dec, attendance much stronger in the morning than for the workshops in the afternoon.</li> <li>TP to write up the notes/minutes from the meeting. Send thank you to those who registered/attended with list of questions to engage with those unable to stay for the workshops.               <ul style="list-style-type: none"> <li>RMcL has a contact list of all who registered for the consultation.</li> </ul> </li> <li>Overleaf document to be updated – required in advance of next Collaboration meeting so deadline 1 Feb 2023.</li> <li>Outcome of meeting indicates that additional meetings/discussions are required to those in the outline plan (item 5 above) to focus on topics of interest. In-vitro experiments identified as a particular area that requires further input and identification of key people.</li> </ul> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>TP to write up notes/minutes from 14 Dec meeting.</li> <li>RMcL to send contact list of those registered to attend meeting to TP/KL.</li> <li>TP to send thank you and list of questions to those registered for 14 Dec meeting.</li> <li>Overleaf document to be updated by 1 Feb 2023: <a href="https://www.overleaf.com/project/63af03296c308af24867a1b7">https://www.overleaf.com/project/63af03296c308af24867a1b7</a></li> <li>All to identify additional areas for focussed discussion and suggestions of key people e.g., for in-vitro experiments.</li> </ul>	TP RMcL TP  All	
8. AOB	<ul style="list-style-type: none"> <li>Meeting scheduled for Fri 13 Jan @ 14:00 to discuss nozzle design – all invited, this impacts the whole project: <a href="https://ccap.hep.ph.ic.ac.uk/trac/wiki/Research/LhARA/DesignAndIntegration/Meetings/2023/2023-01-13">https://ccap.hep.ph.ic.ac.uk/trac/wiki/Research/LhARA/DesignAndIntegration/Meetings/2023/2023-01-13</a></li> </ul>		

#### Next meeting dates (2023)

Date	Time
Tue 17 Jan	0900-1000
Tue 31 Jan	0900-1000
Tue 14 Feb	0900-1000
Tue 28 Feb	0900-1000

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Tue 14 Mar	0900-1000
Tue 28 Mar	0900-1000
Tue 11 Apr	0900-1000
Tue 25 Apr	0900-1000
Tue 9 May	0900-1000
Tue 23 May	0900-1000
Tue 6 Jun	0900-1000
Tue 20 Jun	0900-1000
Tue 4 Jul	0900-1000
Tue 18 Jul	0900-1000
Tue 1 Aug	0900-1000
Tue 15 Aug	0900-1000
Tue 29 Aug	0900-1000
Tue 12 Sep	0900-1000
Tue 26 Sep	0900-1000
Tue 10 Oct	0900-1000
Tue 24 Oct	0900-1000
Tue 7 Nov	0900-1000
Tue 21 Nov	0900-1000
Tue 5 Dec	0900-1000
Tue 19 Dec	0900-1000