



GLAST Large Area Telescope:

EM Daily Meetings

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Daily Meetings During EM @ SLAC

- Start on Thursday August 7 in Bld 33. This is the day before the CAL EM is due to arrive at SLAC.
- There will be an 8 AM meeting every weekday. It will last 15-20 minutes.
 - Required attendance
 - I&T Department managers.
 - Personnel who are on day shift that day.
 - A representative from ELX
 - Meeting Agenda
 - Review of progress of previous day.
 - Plan of work for the day shift.
 - Reports of Non Conformance or other anomalies from the previous day.
 - Brief technical reports having to do with work done the past day or two.
- There will be a 4PM meeting if we have scheduled a swing shift. It will last 10-15 minutes.
 - Required attendance
 - I&T Department managers.
 - Personnel who were on day shift and who will be on swing shift that day.
 - A representative from ELX.
 - Meeting agenda
 - Review of progress of day shift.
 - Plan of work for swing shift.
 - Reports of Non Conformance or other anomalies from day shift.