

# What Will Be Different for Next SAD

- Need tighter coordination
- Accelerator, Engineering, FEL, and Physics management has agreed to increase sharing of information
- Needed before next SAD
- Needed during next SAD
- Here is the proposal . . . . .

# Job Planning for Next SAD

- **Hold a pre-SAD Safety meeting in the Auditorium**
  - **Exactly like the last decade**
- **Hold a pre-SAD meeting to inform everyone of the major tasks to be accomplished during the down**
  - **Held once in MCC Conference Room, 1:30 pm on a Wednesday prior to the SAD**
  - **Participation by Accelerator, Engineering, FEL, Physics**
- **Hold weekly “overview” meetings during the down to look over the next two week’s work**
  - **Held in MCC Conference room at 8:00 am Wednesday**
  - **Participation by Accelerator, Engineering, FEL, Physics**

# Agenda for Weekly Planning Meeting

- Accelerator: Steve Suhring
  - SRF: Mike Drury
  - RECO: Ron Lauzé (near end of SAD)
  - Hall A: Ed Folts
  - Hall B: Doug Tilles
  - Hall C: Walter Kellner
  - FEL: Jim Coleman
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- Timescale: next week's events in detail (particularly if there are changes), early warning of upcoming major events
  - Level: main focus on work that impacts others
    - Need support from other groups
    - Restricts access to an area

# Goal of Meeting

- Everyone knows what is going on
- People have an opportunity to ask details about tasks which affect them
- Ensure a coordinated response to a problem or conflict
  - If a problem or conflict is identified
    - Set up a smaller meeting to develop the response
- 50 people in a room for 30 minutes every week  
= 25 person hours per week
- Time is money, we must be focused and to-the-point