

RHIC Meeting - Low Level RF upgrade February 7, 2008 11 AM

1. Please remind all your building occupants **to lock their offices and buildings**. Leaving buildings unsecured places government and private property at risk. In the month of January, BNL Police found a handful buildings on site unsecured, including NSRL B958. Please assist in making our site secure by reminding others to lock up.
2. Last week Kerry Mirabella from C-AD's Administrative Group attended a week of **Human Performance Training**. She will attend more training and become the C-AD Subject Matter Expert on Human Performance. We intend to complete training the remainder of C-AD staff who have not yet attended this training by the end of October 2008, and Kerry will do this training.
3. To refresh yourself on C-AD OPM guidance on human performance see:

[OPM 2.28.i](#) Conducting Effective Pre-Job Briefings, Walk-Downs and Post-Job Reviews

[OPM 2.28.j](#) Human Performance Tools for C-AD Staff

Meeting Agenda:

- 1. Christoph Montag: The p-p run.**
- 2. Greg Marr: X and Y arc quad settings.**
- 3. Nick Tsoupas: ATR X and Y settings for the Au-d and p-p runs.**
- 4. Kevin Smith: LLRF upgrade project.**



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