

12 Mar 2019 In-Person Meeting Summary for Collaboration:

GB Participants: Zeesh Ahmed; Nicholas Battaglia; Brad Benson; Lindsey Bleem; François Bouchet; Tom Crawford; Abby Crites; Mark Devlin; Brenna Flaugh; Nils Halverson; William Jones; John Kovac; Charles Lawrence; Adrian Lee; Mike Niemack; Suzanne Staggs; Aritoki Suzuki

SP Participants: John Carlstrom, Julian Borrill

- Project report and discussion (Jim Yeck)
 - How will project be run, managed and documented
 - Close to particle experiment model
 - Will be a need for central project office
 - L-2 sub systems are critical for leadership
 - Develop structure below that (WBS levels)
 - DOE/NSF will have a Joint coordination group - bring two agencies together
 - Challenges
 - Level of investment is significant
 - Two agencies working together
 - Collaboration working together - to make decisions
 - How do we improve communications?
 - Understand DOE/NSF's terminology
 - Spokesperson - primary means of communication
 - Representing interest of entire collaboration
 - Important to understand that delivery/reporting is important
- S4-related proposal issues
 - Concern came up with MSRI
 - Spokespersons can write generic letter to endorse appropriate proposal
 - Since bylaws are silent on this, we need a policy.
 - GB subcommittee will draft a policy and present to GB
- R&D funding and allocation status
 - Money will managed in a way project funding will be managed
 - Activity plan was put together into one document sent into DOE
 - CD-0 needs to happen first
- What can we do to improve communication between various entities (ET and collaboration, collaboration and project, etc)
 - Communication is a full time job - attention and effort on all parties
 - Stakeholders are agencies - we have 4 (DOE + 3 @ NSF)+ potential international partners + Other

- JJ + J meet once a week. Drew and Kathy call in weekly
 - Drew meets with NSF counter parts every 2 weeks
 - PPDG - every 2 weeks
 - Every quarter Jim Y and lab management meet
- DSR call every week
- Need to write down communication policy
- Need to make better use of CMB-S4 mailing lists
- Need to make better use of wiki
- AOB
 - GB ratified speaker's committee bylaws amendments with a supermajority vote