

## 20 Dec 2018 Meeting Summary for Collaboration:

GB Participants: Zeesh Ahmed; Nicholas Battaglia; Amy Bender; Brad Benson; Lindsey Bleem; François Bouchet; Tom Crawford; Abby Crites; Brenna Flaughner; Nils Halverson; John Kovac; Akito Kusaka; Charles Lawrence; Mike Niemack; Suzanne Staggs; Aritoki Suzuki

SP Participants: Julian Borrill, John Carlstrom

### Summary:

1. Announcements/status of prior action items (Nils, 5 min)
  - a. Draft meeting summaries for 29 Nov and 20 Dec GB meetings will be sent today for comment.
2. DSR debrief and next actions (John, Julian, 30 min)
  - a. Summary of DSR was sent to all collaboration members.
  - b. 4 major issues
    - i. inter/intra agencies responsibilities
    - ii. det/readout cost/schedule
    - iii. Science accessible to non-expert
    - iv. Science to measurement to configuration flow down
  - c. Decadal survey schedule
    - i. RFI-1 will be no earlier than April 1st 2019
    - ii. Goal is to be ready by April 1st
    - iii. Collaboration meeting is in mid-March
    - iv. This gives us 2.5 months to address major/minor issues
  - d. Over next couple month - making improvements to DSR document. May have informal review, but no formal review. Collaboration members are encouraged to participate. Members may join working group mailing lists. Working group leads will be encouraged to actively use mailing lists for communications. SP's will communicate often via email and wiki posts.
  - e. Idea for workshop for community input to CMS-S4 legacy survey.
    - i. Focus on scientists outside of the CMB community. Early March would make sense.
3. Discussion of proposed principles/process for CD1 down selects and major design decisions (Nils, 15 min)
  - a. The GB reviewed and commented on a draft document on "Principles for CMB-S4 down selects and major design decisions" submitted to the GB by the SP's.
  - b. There was discussion about providing early and adequate communication about pending decisions at all stages and levels.

- c. Review panels would be appointed for major decisions. Probably a mix of internal and external people, depending on the decision.
  - d. The SP's warned that technology decisions will need to be made earlier than many people expect.
  - e. There was a comment that decision process must be compatible with DOE project norms and expectations, and that the decision making authority is clear.
  - f. The SP's will present a revised draft to the GB at the March meeting. Goal is to present to the entire collaboration membership soon.
4. AOB (10 min)
- b. Scheduling GB meeting reports from committee chairs, etc:
    - i. The GB would like to hear from the Membership Committee Chair, the EVC Chair, and the Publication/Speakers Committee Chair soon.
    - ii. Next GB meeting is TBD, during the 4th week of January.