

email sent 10/30/02 to the S20 Injector PED Group:

Dear Colleagues:

1. We had our initial meeting today. The next meeting will be Wednesday, Nov. 6th, 10:00 in Alexander Rm. (B280C, 2nd flr.). Tentative agenda: 1) Review of CD2A goals including existing drawings exercise (see item 3 below); 2) RF prototyping project.
2. Relevant documents are to be kept at groups/Ad/Drop Boxes/Clendenin on winsan1. Special folders are there for each sub-group.

New files in the Drop Boxes/Clendenin directory:

00_Read_Me.doc-Look here to find who has WRITE privileges for the various sub-group folders.

021030_Organization.doc-This file has been slightly embellished to indicate the primary responsibilities of the injector physicists. For the top of the LCLS organization, click on "LCLS Org Chart" from the LCLS home page (<http://www-ssrl.slac.stanford.edu/lcls/>).

021030CD2AGoals.doc-This file incorporates the CD-2A goals included in the last meeting announcement, the laser goals enumerated by Bolton in his FY03 prototyping plan (see 011015FY03 Laser Plan.doc in the Laser sub-group folder, and the ESD goals we discussed at the meeting. EVERYONE PLEASE refine these goals and add additional goals as appropriate. Put your revisions in your sub-group drop box and let me know (voice, email or whatever) to look.

ordinal drawings.ppt (in beamline sub-group input folder)-This is the current injector layout drawing.

Ordinal Injector Parts.xls (in beamline sub-group input folder)-This is the current parts list for the injector beamline. It will eventually be updated to have regular accelerator names.

3. Compilation of existing drawings of components we will use in the injector. Information should go on lines added under the appropriate WBS number on the Inj_TEC.mpp file in the Injector TEC folder of the Drop Boxes/Clendenin directory.

- a) Determine which components of the LCLS injector already exist or exist but need small modifications.

- b) Enter name of component//number of such components in the injector//top drawing number for component drawing package//number of drawing in drawing package//% of these drawings that do not need modification.

- c) Bring at least one example to next week's meeting for discussion of procedure.

4. List of long-lead items (>3 months, >\$1K). It turns out we do want to include devices and components that are constructed here at SLAC as well as purchased devices and components. Make two lists, one purchases, one SLAC construction.

From today's meeting I have:

a) ESD-Ctrls (Ortega/Johnson) long-lead purchases. Please add long-lead SLAC construction list and put all in drop box tomorrow, Thursday, October 31st.

b) ESD-PC (Bellomo/Lipari/Linebarger) long lead-lead purchases. Please add long-lead SLAC construction list and put all in drop box tomorrow, Thursday, October 31st.

Ron Akre: please reorganize your RF list and put in drop box.

Paul Bolton, Dave Dowell: Give my your lists tomorrow, Thursday, October 31st. If you're running out of time, consider what you have a preliminary list.

Let me know if you need clarification on any of the above.

I welcome suggestions of any kind. Be professional!

Jym