

# Minutes UFO Meeting

Date of meeting  
5<sup>th</sup> November 2010  
Matthias Balzer

## ***Participants***

T. Baumbach, T. dos Santos Rolo (ISS)  
M. Weber, A. Herth, M. Balzer (IPE)  
V. Asadchikov (SCI)

## ***Topics***

### **1. Discussion Kick-Off-Meetings**

- The date of the Kick-Off-Meeting(1) is the 24<sup>th</sup> November 2010 (without I, Dahlinger, A. Myagotin).
- Date of the Kick-Off-Meeting(2) will be between the 6<sup>th</sup> and 8<sup>th</sup> December 2010. Anton Myagotin will give feedback which date is acceptable.

#### **Actions:**

- A draft agenda should be prepared.
- The working plans have to be adapted and refined. (All)

### **2. Discussion about administrative and mechanical topics**

- C. Buchwald is responsible for the administration CS money. The CN money is managed by V. Badeva. C. Buchwald and V. Badeva will collaborate closely in financial matters.
- In the project starting phase V. Badeva is controlling the project. It is planned to commit this task to N.N..

#### **Actions:**

- C. Buchwald should send an email to V. Badeva, to inform about the administrative requirements for PT-DESY. C. Buchwald has to request the time schedule for the letter of intent.
- C. Buchwald and V. Badeva should clarify the distribution and access to the project money. For the next meeting a list should be available by C. Buchwald and V. Badeva.
- Project documentation plan will be presented by T. dos Santos Rolo at the next meeting. It was suggested to distinguish between administration and technical, scientific topics.
- The preliminary list of the planned investments for the PT-DESY should be prepared for all work packages and finalized at the next meeting (12<sup>th</sup> Nov.).

- Two persons in the mechanics work package should be identified, one at KIT and one at SCI.
- The technical status about  $\mu$ -tomography has to be written down. (Rolo)
- A meeting about the mechanical system should be organized.
  - Technical requirement definition
  - Discussion with industry partners and institutes
  - Decision