**Minutes of Dec 16 2019 ArgonCube2x2 Installation Meeting**

 Attendee: Gary, Min Jeong, Steve, Angela, Kathrine, John, Jim, Howard, Sai, Clarence and Ting

 Status of action task list:

* MINOS magnetic coil removal HA needs approval from Steve
* Steve will start to write electronics disassembly HA
* New detector layout looks very nice. Couple of modifications suggested in the meeting
  + There are two racks for ACNET information.
  + There is a nice MINOS DAQ rack with all the environmental control ready.  We should keep the rack at the position for later use.
  + Gary  and Steve to discuss about adding the two two racks in the location we now have networking and
  + We also decided to shorten the MINERVA module support rail length by half: 60" instead of 120"
  + Next round iteration is to focus on cryogenics equipment, venting and ODH ductwork

 Decommissioning startup tasks

* MINERVA and MINOS electrical disconnection done last week
  + Electrical contractor PO will be prepared for new transformer work
* MSB should be cleaned up and ready to use in couple of days
* MINERVA strongback is ready to be inspected -- Angela, Jim and John to arrange inspection ASAP
* Other tooling need full space of MSB for inspection and repair. Expect to start after Christmas.
* LAB 8 arrangement done for veto scintillator storage. Ting to discuss with Kevin McFarland about shipping
* John and Jim to arrange transfer of the PMT storage box to MINOS hall
* Howard to send Ting procurement order for storage boxes for FEB and cables etc.
* We expect to start electronics disassembly in the week of Jan 20
  + Howard, Clarence and Ting will arrange electronics disassembly training in the week of Jan 13
  + For training, we can use PMTs reachable from catwalk

 Water target fill and survey plan

* Target to be filled this week with water to the top mark
* Plan to survey upstream face with water at three different levels -- take three days total
* Expect to reach water target by end of January
* Howard to confirm with Virgil of the date and make sure he will make the crew available

 MINOS underground and surface building access control during decommissioning period

* Neutrino division has an amended procedure for accessing MINOS during the decommissioning
* All access need Ting's approval
* We will generate two lists of expert allowed to go underground for works
  + one list for regular hour works which need approval ahead of the work
  + one list for emergency access -- notification after work
  + Experiment spokes and leaders are asked to provide the expert lists
* The lists are to be passed to main control room
  + access keys are only given to the people on the list
* We will also provide extra safety precautions to ensure worker safety
  + MINOS hall is off limit to people not involved with decommissioning tasks
  + Warning signs to be posted in MSB and around the detector halls of MINOS, NOvA, NEXUS/SENSI
  + Isolation ropes and traffic control cones to be installed to block exist/entry to working area and tunnels when we transfer heavy detector pieces
  + Whiteboards to be installed at the entry points of NEXUS,SENSI and NOVA halls for people to check-in and checkout
  + Plan to upgrade MINOS elevator cameras
* We are also asked to communicate more with experiment spokes, neutrino division, PPD and potentially DOE site office
  + Ting will get work update from Jim and John each Friday about progress made and plan for next week
  + Ting will brief spokes and other managers the status and particular safety hazard their workers need to pay special attention

 Next installation meeting is Jan 6 2020. Happy holiday everyone!