

Attendance

Petra Merkel	Jim Fast
Jinlong Zhang	John Parsons
Phil Barbeau	Juan Estrada
Andrew White	Mayley Sanchez
Lucie Linssen	Minfang Yeh
Anthony Affolder	Maksym Titov
Artur Apresyan	Rachel Yohay
Eric Dahl	Reina Maruyama
Darin Acosta	Roxanne Guennette
Gabriella Carini	Sven Vahsen
Ian Shipsey	Tom Cecil
Jen Raaf	Wesley Ketchum

- 1. Presentation of Snowmass Process (Petra):**
 - Letters of Interest (LOIs), Contributed Papers, Timeline
 - Frontiers
 - Logistics
 - Please join appropriate email lists, slack channels, Indico space and webpage.
 - Related workshops and meetings (CPAD, BRN, etc.)
 - Monthly Instrumentation Frontier (IF) Subgroup Conveners meeting
- 2. (Maksym):** What is the format of for the IF workshops?
 - Occur in early summer to review the LOIs and define a plan for soliciting missing contributions and information. Then, common workshops with other frontiers.
- 3. (Rachel):** Are we added to Snowmass2021 slack workspace?
 - You should just be able to subscribe, but others have had trouble (e.g. Sven), and they will need to add your domain to the list. Best to contact Bob Bernstein to do this, or just send us an email.
- 4. (Jen):** couldn't find conveners channel
 - We will begin adding you—currently it is hidden.
- 5. (Anthony):** What do we do in the near term?
 - Need to organize early workshop in June and begin organizing subgroups. Reach out to people to participate in the subgroups via email lists and announcements, as well as personal connections. Then we discuss topics to include in the report (R&D, technology, etc.) so that the (substantial) whitepapers can begin to be written for each topic. The LOIs are the first step in this process, which will help us plan.
- 6. (Petra):** reminds us to please come to the (Saturday) Snowmass Town hall meeting this week as part of the APS April virtual meeting.

7. **(Sven):** Do Whitepapers go to a central Snowmass contact, and then get distributed?
 - a. We believe so. They will be submitted centrally, and then you should be able to click on all relevant frontiers and subgroups.
 - b. Also, can we submit our own WPs?
 - i. Yes!
8. **(Andrew):** It would be good to compile a list of all planned instrumentation workshops.
9. **(Maskym):** When is planned?
 - a. This is no clear. It could serve as one of the joint, interdisciplinary meetings, possibly in December. We want to work cooperatively and complementarily with CPAD.
10. **Discussions of Liaisons:**
 - a. Mayley volunteers for neutrino liason. Do we get just 1?
 - i. One from each side, in order to take part in both, make connections and find disconnects. Can envision 2 people in cases like e.g. Cosmic Frontier
11. **Discussion of Webpage:**
 - a. This really needs contributions from the group at this point
 - b. We will forward email from Sergei Chekanov, who can help with editing privileges
12. **(Lucie):** Is June Meeting face-to-face?
 - a. Not likely
13. We should be seeking out LOIs right away
14. Will send out a new doodle poll for this meeting. Frequency ~ 1/month