Dear collaborator,

For the collaboration meeting we have put together an agenda that focuses on three issues
-   analysis of global detectors
-   readiness for run
-   Run planning & analysis planning

The first part of the run will be about 12 weeks of Au-Au a 100+100 which should enable us to complete a survey of this collisions system. I encourage you to think about what order the program should be, done weighing completeness vs risks , the chance that early data may have problems etc. Also ideas for specific Tasks should be presented including amount expected statistic, beam time, benefits. We have left the program fairly open , and hope to have an interesting meeting

Jens Jorgen
Flemming

Room 3-192 Physics

WEDNESDAY

Hardware Status and Readiness Review
10:00 AM Welcome , RHIC schedule (FV)
10:30 AM TPC - (RD)
11:00 AM TPC - performance (JIJ)
11:30 AM Drift chambers (ZM)

LUNCH

2:00 Status of other subsystems (2 transparencies)
        C1 (RD), RICH (RD)
2:15 PM DAQ situation-Trigger (FV)

2:45 PM TOFW DB
3:00 PM Status of other subsystems (1 transparency)
      BB (YB), ZDC (MM), TMA (YKL), SiMA (SJS), H1+H2 (IGB),
BREAK
Run planning
4:00 PM Shifts, manning, training (DB/FV)
4:30 PM Physics goals and priorities, Run plan (FV/JJG)

THURSDAY

Multiplicity analysis+paper
9:30 AM Status of paper (SJS)
      Mult analysis (HH)
       Beam-Beam (YB)
      TPC mult (TT)
      TPC mult (JJG for CEJ)
      Discussion and decisions
LUNCH

1:30 PM Status of pbar/p paper (FV)
1:40 PM Status of NIM Paper, discussion (KH)
2:15 PM Discussion on prospects for dN/dy paper (JJG)

2:35 PM Discussion on organization of analysis of 100+100 (JJG/FV)
3:00 PM Upgrades (FV)

4:15 PM Institute Council meeting

7:00 PM Collaboration dinner

FRIDAY

Software

 9:30 AM Brat status (KH)
10:00 AM Monitoring (?)
10:30 AM HV programs (?)
BREAK
11:00 AM TPC efficiencies (TT)
11:30 AM APS talk preview (JJG)

 1:30 PM Run Readiness assesment
         Final walk through all systems
         with one slide summary of status
         and proposed actions (all)
         Preparations for next run : Action list and
                     Task assignment (FV/JJG)