Operation meeting checklist

Run Summary (Run Chief)
Short summary of operations during the last 24h, with run statistics, and major events or problems as reported in Elog, ProblemDB or during expert interventions

LHC news and planning (LHC contact or Run Coordinator)

Subsystem reports (Piquet or expert)
- VELO
- ST
- OT
- RICH
- CALO
- MUON
- L0
- HLT
- Online
- Beam, Luminosity and Background Monitoring
  Includes global experiment timing and interfaces with LHC
- Offline
  Feedback from offline, bookkeeping, data quality issues etc
- Experimental infrastructure and Safety (Piquet, Glimos, installation coordinator or RPE)

Planning (Run Chief and Run Coordinator)
Plans for runs, calibrations, tests, and accesses etc in view of all reports