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
HERSCHEL
L0
HLT

Alignment & Calibration

Online

Beam, Luminosity and Background Monitoring
Includes global experiment timing and interfaces with LHC

Data Quality

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