

PPDG

Organizational issues

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14 Jul 2000
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Reporting

- Quarterly reporting to DOE
 - Summary of activities/progress from each site
 - Written / provided by site coordinator
 - Overall summary for DOE
 - I will write (based on site reports) and review with PI's
 - Should go on web as well
- Internal status reports for phone meetings
 - Short note in advance of meeting

Meetings

- Regular phone meetings including workers
 - How often? - **biweekly**
 - Single meeting or subgroups? - **single**
 - Status reports, topical presentations
 - **in advance of meeting & put on web**
- Subgroup in-person/video meetings
 - **as needed**
 - announce to entire group (ngi-hep)
 - **(should change ngi-hep)**
- Annual collaboration meeting
 - **Meet again this fall**
- Site visits
 - I will make site visits.
 - Let me know of interesting times/events.

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3

Web

- Who is interested in working on it?
- We should put more reports, material on web.
- Encourage sites to build local web, linked from Caltech.
- **Consider ppdg.org, or similar name.**

13,14 July 2000

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4