



TEB webex meeting

John Carwardine

2 July 2012






Agenda

- **Management items (John)**
 - General updates, status of submissions
 - EC face-to-face meeting 12/13 July
- **Editorial topic: CFS/TDR-2 follow-up (Marc)**
- **Editing updates, chapter by chapter (Editors)**
- **New issues, action items (All)**



Editing Status fields on Forge

- 0. Not Received
- 1. Received
- 2. Ready for Editing  Initial checks done, files posted
- 3. With Editors  When work has begun on the text
- 4. Edited / In Review  First round of editing is done
- 5. Submitted for TEB sign-off
- 6. Submitted for PM sign-off
- 7. Submitted for EC sign-off
- 8. Ready



- **EC Review of TDR Preparation**
 - 12-13 July during EC face-to-face
 - ½-day allocated
 - ~~Barry wants to go through some material to give feedback to the TEB~~
- **Barry wants a complete package of all submitted text, regardless of status**
 - To be provided by COB 9th July (next Monday)



- **PDF packet will be prepared by Maura, Jeff, JC on Thursday & Friday 5th & 6th July**
- **'Cut-off' for material that will be included: 4th July**
- **Until everything is in TeX, we cannot automatically generate a packet with a consolidated table of contents**
 - An outline is automatically generated from submitted TeX files, but has to be integrated with outlines from Word files
 - Annotate with editing status, page counts, etc
 - Annotate with any issues (editors please provide)

Note: Excel file with original outline is being retired – all up to date information is (will be) in the Forge reports

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