TEB webex meeting, 10 Sept 2012

- Management Items (John)
- Editorial topic: AS R&D, CesrTA, ATF2 (Kaoru)
- Other status reports
- Wrap-up
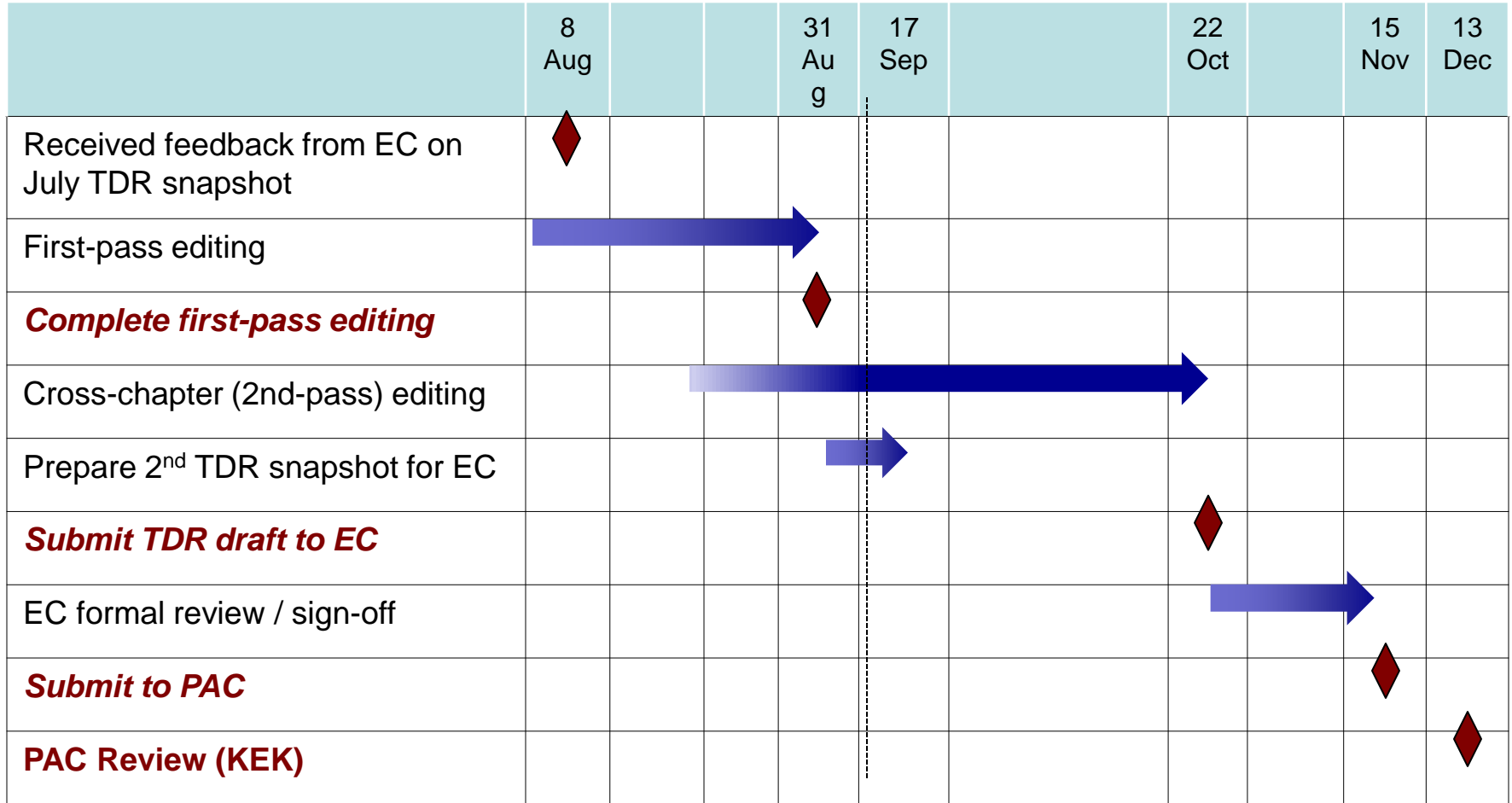
Schedule of Editorial topics

- ## 10 Sept: TDR1 AS R&D, CesrTA, ATF2 (Kaoru)

- ## 17 Sept
  - **EC Snapshot review**

- *In the queue*
  - *TDR1 Post-TDR R&D, TDR2 Post-TDR Eng, TDR2 Upgrade*
  - *TDR1 and TDR2 Introductions and Summaries*
  - *Top-level look at TDR1 and TDR2*
  - *TDR/DBD, TDR/Companion Document*

TDR preparation timeline

	8 Aug			31 Au g	17 Sep		22 Oct		15 Nov	13 Dec
Received feedback from EC on July TDR snapshot	◆									
First-pass editing	➤									
Complete first-pass editing				◆						
Cross-chapter (2nd-pass) editing				➤						
Prepare 2nd TDR snapshot for EC				➤						
Submit TDR draft to EC							◆			
EC formal review / sign-off							➤			
Submit to PAC									◆	
PAC Review (KEK)										◆

EC Snapshot

- To be sent to Barry next week - end of the day Wed
- All content will be in TeX
  - **Most is already converted**
- All remaining sections in Word will be 'frozen' for conversion on Wed 12th
- Maura already has more requests to integrate changes than will be done in time for the snapshot
  - **If you have additional change requests, submit by Tuesday for prioritization within the existing list**

- A Technical Editing meeting will be scheduled for later this week to address detail issues

Workflow

- After the Wednesday deadline, no further submissions as Word documents will be accepted
  - **Only edits to TeX files will be accepted**

- Please: no more files via email or memory sticks!
  - **Use the Forge Upload feature instead**
  - **Avoid crashing Maura's Inbox (again)**
  - **Forge provides us better mechanisms for tracking content**

- Where to get the latest TeX files?
  - **Forge: use the new 'MAIN EDITING PAGE'**
  - **Nightly PDF builds for each chapter are also posted**

- Editing workflow
  - **Only one person should have the editing 'ball' at a given time – use the 'Content Editor' field in Forge to indicate who**
  - **Download the latest TeX source file from Forge**
  - **Make edits to TeX source file**
  - **Resubmit the revised TeX file using forge 'Upload'**
  - **The revised TeX file is committed to SVN (by Maura), and then the latest version is available for download from Forge**

- Those with direct SVN access (Nick, Eckhard, John)
  - **Commit your own changes directly to SVN, but please ask authors to submit any requested edits via Forge**

- Changes to the content outline
  - **Evolution of the Design (TDR1/Ch2) will be moved to after the CFS chapter. Current Ch3-6 will become CH2-5, so the Evolution chapter will become Ch6.**
  - **Swapping TDR1 and TDR2 has been proposed again, at EC level. However, nothing will change for this snapshot**