**Taskforce Weekly Plenary Meeting**
***Minutes and Actions, 19 May 2025***

**Meeting time:** 14:30 – 16:00 CET

**Zoom meeting room:**

[Zoom link](https://cern.zoom.us/j/61274255815?pwd=2fwGbaMrZAYmUfpUfMCjKwpoYzPCKd.1)

Attendees: All task force members

Chair: Fiodor Sorentino

**Key Takeaways:**

* Task force documents to be finalized by Friday, with team reviewing for consistency and errors
	+ minor comments by ETO directors, already implemented in documents;
	+ **new deadline for documents delivery 23/05 at 22:30;**
* Symposium presentations to be completed by Tuesday/Wednesday for final management review;
* Presenters to coordinate on overlapping topics and reference each other's talks as needed;
* Some sensitivity around public disclosure of certain science case details at symposium.

**Next steps:**

* Finalize all task force documents by Friday;
* Complete symposium presentations by Tuesday/Wednesday;
* Management team to review final presentations;
* Meet at symposium on Monday, continue document work until Friday.
* **Documents editing and final steps to delivery**

***14:30-15:15 CET***

**Point presented by:** Fiodor Sorrentino

**Point submitted for:** information

Background to be provided by the speaker.

**Summary of discussion:**

The Task Force members discussed the process for finalizing the output tables, including swapping the order of the 2L and triangle configuration tables. They also agreed on how to properly reference and cross-link between the main document and the extended supporting document (see email Benoît Tuybens).

The Task Force members explored ways to clearly highlight the most critical design requirements that have a major impact on the civil infrastructure, potentially by summarizing them in a dedicated section or table. The goal is to make the traceability between the requirements and the final design choices more explicit.

**Takeaways:**

* **Main document:** IOO recently finalised by Antonino, to be checked by Anna and Antonio;
* **Tower access:** flexibility envelope allows either bottom or lateral access wherever possible; Some open points in critical towers where bottom access is prevented but optics co-location would call for top-loaded bench;
* **Science case** text will be produced now, outcome of computations is ready, now producing plots and driving conclusions. Computation on additional curves (e.g. from vertical thermal noise) will likely be ready after deadline, will possibly incorporate them after the review - will give priority to document editing;
* **Supporting document**: alternative configurations in detector layout section, some input by Riccardo on double cavern, to be finalised with Jonathan Bratanata and Max Majoor. Flexibility envelope for detector layout still missing. **Risk analysis** section is basically ready.
* Review documents for consistency, style, errors by Friday deadline;
* Romano to circulate updated spec numbers for traceability between tables;
* Consider highlighting critical requirements that impact infrastructure.
* **Table of contents for presentations at the ET Symposium**

***15:15-16:00 CET***

**Point presented by:** ET Symposium speakers

**Point submitted for:** information

* Optical layout (A. Green and A. Perreca)
* Detector layout (M. Majoor)
* System decomposition and tower categorisation (R. Meijer)
* Civil Engineering (J. Bratanata)
* Risk analysis (G. Mahmoud)
* Noise budget and Science case (M. Korobko and F. Iacovelli)

**Summary of discussion:**

The Task Force team went through the planned presentations for the upcoming ET Symposium, reviewing the table of contents and key messages for each. This included discussions on the optical layout, detector layout, system decomposition, civil infrastructure, and science case presentations.

The Task Force team agreed on the next steps and timeline, with a focus on finalizing the documents by the end of the week before the symposium. They planned to have no weekly meeting the following week due to the symposium, and then reconvene on June 9th to discuss any updates based on feedback.

The Task Force members discussed the placement of the filter cavities and how this relates to the optical layout versus the detector layout. There was some debate about where certain details and requirements should be captured, with the general consensus being that the optical layout section should focus on the high-level optical design choices, while the detector layout section can cover more of the specific implementation details around the filter cavity placement and integration.

**Takeaways:**

* Optical Layout (Antonio/Anna): Focus on modifications from 2024 design
* Detector Layout (Max): Summarize volume claims, compare to 2024 baseline
* System Decomposition & Tower Integration (Romano): Explain methodology, highlight key changes
* Civil Engineering (Jonathan): Present criteria, volumes, costs vs 2024 design
* Risk Analysis (Ghada): Cover task force changes and alternative scenarios
* Science Case (Ulyana/Mikhail): Present sensitivity curves, scientific results, key parameters

**Filter Cavity Placement:**

* Some confusion on whether this belongs in optical or detector layout sections
* Team to review offline to clarify explanation and cross-referencing between sections