

Tasks of the Team Lead

The collaboration consists of three teams from AU, IKF, and LBNL. Each team needs a team lead to drive the efforts forward not only during the beamtime but the entire year. With recognition also comes work and responsibilities.

The team lead should (among others)...

Submit Ideas:

- Write an email or just slip a note in the dropbox (or transporter drive) (...\\Dropbox\ALS-COLTRIMS\SCIENCE\IDEAS)
- Feed the logbook in the dropbox (or transporter drive) with your comments and knowledge (...\\Dropbox\ALS-COLTRIMS\ALS-BEAMTIMES)
- Simulate a spectrometer and put the information in the logbook
- Feed the dropbox with drawings and ideas for technical improvements

Write a Beamtime Proposals:

- React to the emails the ALS sends you about submitting a proposal
- Find how it's done here:
<http://amo-csd.lbl.gov/downloads/HowToSubmitAnALSproposal.pdf>
- Find an example in the dropbox or transporter drive

General & Safety:

- Select a team based on skills, experience, dedication, and preliminary studies as well as a sense for safety
- Note: greenhorns need extra training from >>you<<
- Especially coordinate the dates of travel; correspond this to LBNL a.s.a.p.
- Read and discuss <http://amo-csd.lbl.gov/downloads/AttendingALSBeamtime.pdf>, especially the safety requirements. Raise awareness and instill the need for safety with this (i.e. circulate it):
<http://amo-csd.lbl.gov/downloads/Accidents%20at%20Research%20Labs.pdf>

Preparation:

- Use the following preparation guideline and discuss it with your team:
<http://amo-csd.lbl.gov/downloads/ALS%20Beamtime%20Preparation.pdf>
- Have an Internal Training Program in place (example: University of Frankfurt): <http://amo-csd.lbl.gov/downloads/COLTRIMSTrainingProgram.pdf>
- Meet with your team at least once to talk about the project, the setup, setting up, and taking data at the ALS, as well as safety
- See if you can run tests at your home institution, e.g. new detector setups or debugs of stripes or target preparation such as seeded clusters
- Send (senior) people before or after the beamtime for preparation, repairs and development

Correspondence:

- Use email or Skype in case of questions or to communicate ideas or the status
- Start early with the communication

Analysis:

- Coach students with the analysis
- Find a concept here: <http://amo-csd.lbl.gov/downloads/Analysis-ToDo-List.pdf>
- Backup data, results, and analysis code
- Circulate results or fast drafts of a paper (email or put in the dropbox/transporter) to get help, feedback, and more ideas
- Circulate new analysis code or simulation software to speed up future projects

Remarks:

- For the sake of the education of your students and in order to be fair to other students and teams: if you consider to claim a dataset for a thesis of one of your students you better arrange for involving this person from the get-go so that s/he can claim the project as her/his own and doesn't sponge off other peoples back.
- If you don't prep your team the other teams will have to step in for you, suffer and wear out which results in an understandably bad atmosphere.
- The team lead should be present during the entire beamtime to lead by example and help the other teams and team leads during projects which may not be of direct interest (imagine teams would just pursue their own interests: LBNL would only prepare, set up and run for the last three days of beamtime – that can't be the spirit of a collaboration...)
- If you installed a proxy as team lead you need to monitor if s/he is fulfilling these duties and step in if not.