**SE Meeting**

**Aims:**

* Understand existing use
* Identify categories for future work
* Identify drivers for future work
* Short-list most important current projects
* Produce method/checklist to assess future projects

**Initial thoughts/prep on those aims:**

*Understand existing use*

Circulate quiz in advance to capture thoughts and ideas. Give starting point for discussions.

Suggested questions (allow relatively short answers only):

* “Favourite” piece of equipment. Why?
* “Least favourite” piece of equipment. Why?
* Table of existing SE with button choice, e.g.
  + Use lots, works well/OK
  + Use lots, really needs some changes
  + Use occasionally, works well/OK
  + Use occasionally, really needs changes
  + Don’t use as doesn’t work
  + Don’t use as don’t need
* 1 new capability I’d like to see. Why, inc science case.
* 1 existing SE I’d most like to see change. Why/How?

*Identify categories for future work*

* Small change to existing (time/money)
* Large change to existing (time/money)
* New kit in-house small time/money
* New kit in-house big time/money
* New kit external small time/money
* New kit external big time/money
* …

*Identify drivers for future work*

* Science! This should lead.
  + Predominantly with existing users
  + Predominantly with new users
  + Expanding existing fields vs. new science fields
  + Should we have a scientist ‘assigned’ to each piece of SE?
* Upfront time/money of SE team
* Upfront time/money of NR team
* Long-term requirement for calibration, maintenance
* Long-term requirement to promote new capabilities, establish new groups etc.
* Balance of online and offline equipment
* …