Meeting  
IPAB Staff Meeting

Date  
Thursday, 25th January 2018

Attendees

- Barbara Webb
- Ruta Bader
- Kartic Subr
- Michael Mistry
- John McAleese
- Vladimir Ivan
- John Pisokas
- Hakan Bilan
- Ram Ramamoorthy
- Alex Li
- Timothy Hospedales
- Christian Rauch
- Steph Smith

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1. **Minutes of last meeting**
   
The minutes from the last meeting were agreed as accurate with no amendments required.

2. **Matters arising**
   
No matters arising.

3. **Arrivals and departures**
   
Christian Rauch (Research student)
Yongxin Yang (RA – Tim Hospedales)
Antonio Sanchez (visitor from University of Alicante. Host Bob)
Steve Tonneau (visitor from CNRS France. Host Taku)
Kazato Deguchi (visitor from Toyohashi Japan. Host Taku)

4. **New Grants and Proposals**
   
Karctic Subr grant funding confirmed for Holey Sampling: Topological Analysis of Sampling Patterns for Assessing Error in High-Dimentional Quadrature project.
5. **Budget and Resources**

Institute funds remain healthy. There are funds to spend (in the region of around £42,000), suggestions included:

- Phd stipend extension
- Student/staff conference attendance
- Student equipment costs
- Student competition awards
- Invited speakers

Staff should contact Barbara to discuss specific requests for funds.

Ruta reminded the group that travel and accommodation costing £300.00+ must be quoted through Key Travel (via level 1 admin office).

6. **Business Development**

**Sol CDT coordination**
CDT RAS renewal plus x 4 Sol bids. Whilst undertaking this project, John will continue to be the main contact for IPAB. However, work may be allocated to other staff within the commercialisation team.

**Construction Robots**
Mike Mistry presented at the CSIC event held on 24th January. 46 attendees, although difficult to know how much industry was present. Main outcome, CSIC BD will disseminate EoI email re RAS CDT to their client base.

Other IPAB related projects John is involved with include:

- Taku – Unity, AXYZ Design, Kyoyo Uni, Oculus (Facebook)
- Ram – FiveAI, BMT Defence Services Ltd
- NCNR (National Centre for Nuclear Robotics)
- ORCA Hub (Offshore Robotics Certification of Assets)

7. **IPAB webpage**

Kartic Subr funding award.
Ram attending ‘Big Bang’ weekend in Glasgow

8. **Teaching**

**Robotics Lecture/Reader**
Interviews for Robotics Lecture/Reader post will take place throughout February. 5 candidates have been invited to interview.
9. IPAB space within the new building

Living Lab space proposals were submitted in December, no update as yet.

10. IPAB workshops and seminars

The group were reminded that funds were available to use for invited speakers.

11. Student Issues

Student social - Firbush
The student Firbush trip has been arranged for 13-15 April 2018. 25 spaces have been booked. Interest was high with all spaces filled, a reserve list is also in place. Full costs will be paid from Institute funds.

It was agreed that a re-fundable deposit system should be put in place – Steph and John will liaise.

Student business cards
The cost of printing student cards are usually met from grants. In circumstances where no means of funding is available, the Institute may consider. Steph to quote business card costs.

12. Computing Issues

CDT students are allocated funding for equipment – enquiries regarding this matter should be submitted to Zoe McGonigle (CDT RAS administrator).

13. Admin issues

No issued raised.

14. Socials

Student social trip, as per item 11.

15. Directors Business

No issues raised.

16. AOB
No other business raised.

17. Date of next meeting

The date of the next meeting is scheduled for Thursday, 22\textsuperscript{nd} February 2018.