
Meeting
IPAB Staff Meeting

Date
Thursday, 28 April 2015

Attendees

- (BW) – Barbara Webb
- (MH) – Michael Hermann
- (JG) – James Garforth (student representative)
- (VI) – Vladimir Ivan
- (VF) – Vitto Ferrari
- (KL) – Kostas Lagogiannis (post-doc representative)
- (SV) – Sethu Vijayakumar
- (BF) – Bob Fisher
- (AL) – Alex Li
- (MF) – Maurice Fallon
- (HL) – Heather Low
- (JP) - Joanne Pennie
- (SS) – Steph Smith

Place
3.02, IF

Time
2pm

1. Minutes of last meeting

The minutes from the previous meeting, held 10 March 2016, were agreed as accurate with no amendments.

Actions points still to take forward from the last meeting:-

An IPAB brain storming afternoon followed by a social event (i.e. BBQ in Meadows/picnic) was suggested for sometime in June 2016. Bob agreed to take this forward.

BF

2. Proposal of institute name change

The group agreed that a vote should be extended to all members of the institute, including students, to determine whether the name change proposal should be considered further or if the majority are happy to continue as IPAB. Maurice will take this forward.

MF

3. Arrivals and departures

Leavers

Michael Mangan – has taken up lecturer post within University of Lincoln

New arrivals and visitors

Radim Tylecek – new RA within Trimbot2020

4 x new interns – Bob Fisher

4. New Grant proposals, research opportunities

Kostas will be applying for EPSRC – Minimal project spin off. Kostas will advise Joanne of costings.

KL

5. Budget and resources

Joanne confirmed the increased carry forward amount had been approved.

Staff were advised that Robotarium funds are now finished. All purchases for the Robotarium must be approved in advance.

A new student travel request form has been added to the IPAB webpage. This form should be completed by students who have been selected to present/talk at a conference paper and who are seeking travel funds from IPAB when there are no other grants/sponsorships available. Completed forms should be considered and approved by Barbara prior to any travel bookings being made using IPAB G funds.

6. Space issues

It was agreed that a review of space allocation is required. Barbara will draft a document for discussion at a future meeting.

BW

7. Workshops/seminars

Kostas has been appointed as workshop co-ordinator.

The current schedule of workshops will continue to run through dates in May and June. There will then be a break with the new schedule starting from October 2016.

Seminars should continue to run through the duration of the year. If staff wish to invite external speakers, they should liaise with level 1 admin regarding room availability/event advertising.

8. Teaching

Barbara provided a handout which included details of current teaching allocations and possible changes to teaching portfolio (copies available). The main points to note:

- Bob has agreed to postpone his sabbatical and as such can take 5 points of R:SS from Zhibin. Michael, Bob, Zhibin and Sethu will arrange a meeting to discuss further.
- Consolidating some of the other courses into an ML for Robotics course (MSc level) – Sethu, Ram and Michael will get together to discuss.
- Merging IVR and IAR into a 20 point 3rd or 4th year course – possible proposal for Board of Studies.

**BF, MH,
ZL, SV**

**SV, Ram,
MH**

BW

9. Student issues

James Garforth attended as student rep. No issues were raised.

10. Computing issues

No issues raised.

11. Admin issues

No issues raised.

12. Socials

Covered in agenda item 1. No new issues raised.

13. Directors business

No issues raised.

14. AOB

No issues raised.

15. Date of next meeting

The next meeting will be Thursday, 26 May at 2pm in room 1.16.