### Meeting

**IPAB Staff Meeting**

**Date**
Thursday, 28th February 2019

### Attendees

- Barbara Webb (BW)
- Hakan Bilen (HB)
- Jodie Cameron (JC)
- Nicola Drago-Ferrante (NDF)
- Michael Herrmann (MH)
- Vlad Ivan (VI)
- Mohsen Khadem (MK)
- Julie Laidlaw (JL)
- Alex Li (AL)
- Michael Mistry (MM)
- Ram Ramamoorthy (RR)
- Laura Sevilla (LS)
- Steph Smith (SS)
- Kartic Subr (KS)
- Steve Tonneau (ST)

### Place

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<td>1.16, IF</td>
<td>2pm</td>
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### Minutes of last meeting

Minutes of the last meeting were agreed as accurate with no amendments required.

### Matters arising

No matters arising.

### Arrivals and departures

- **Research postgraduate students**
  - Craig Inness – Ram Ramamoorthy

- **Leavers**
  - Heather Low (Finance/admin supervisor)
4. **New Grants and Proposals**

   All staff were reminded that the portfolio manager should be advised of proposal intentions at the earliest opportunity. This helps with forward planning.

5. **Budget and Resources**

   **Institute travel funds**
   Barbara reminded the group that travel funds may be available from the Institute pot in circumstances where no other funding sources are an option.

   **Paid summer internships**
   Funds may also be available for paid summer internships (potential candidates should be undergraduate level and EU). Interested supervisors can discuss with Ruta or Barbara.

6. **Business Development**

   Apologies from Cristian.

7. **National Museum robotics exhibition – IPAB visit**

   Bob has agreed a free group visit with NMS. The arrangements will be handled by ECR. Likely visit date will be early April, further details will issue in due course.

8. **IPAB webpage**

   Level 1 admin to update as necessary.

9. **Teaching**

   **Teaching allocations**
   Barbara will clarify teaching allocations in due course.

   **Computer Graphics**
   Kartic is proposing changes to CG (in discussions with Sharon).

10. **IPAB space**

    **Temporary office moves**

    Barbara – 2.02(A)
    Sethu - 2.24
These office moves are temporary whilst the office conversions on level 1 take place. Upon completion, Sethu and Barbara will return to level 1 office space.

**Skype booth**
Works are underway to install a skype booth in the level 1 printer area. In the meantime, there are already booths available for use on levels 2, 3 and 4. These booths are available for anyone to use, they do not need to be booked via RBS.

11. **IPAB seminars**

A reminder of talk dates has been issued to scheduled speakers.

12. **Student issues**

No student representative present (apologies received from John).

**Representative change over**
Level 1 admin will liaise with John and students to appoint a new representative.

13. **Admin issues**

Nicola Drago-Ferrante (Institute Admin manager – IAM) and Julie Laidlaw (Finance administrator) were both in attendance.

No administration issues raised.

14. **Socials**

National Museum of Scotland – Robots exhibition. Date to be confirmed.

15. **Directors business**

No directors business raised.

16. **AOB**

**Conference registration**
The preferred method of payment for conference registration fees is via invoice. Where this is not possible, payment via personal credit card is appropriate but this must be approved in advance. Level 1 admin office are happy to help with this and attendees should contact them in the first instance.
Flights and accommodation
Travellers should contact their level admin office in the first instance to discuss the travel plan. Quotes should always be obtained via Key Travel for comparison purposes and to ensure we are booking travel at best value.

Corporate credit card
There are plans for the school to obtain a corporate credit card. Further details will issue in due course.

17. Date of next meeting

The next meeting is scheduled to take place on Thursday, 28th March 2019.