Meeting
IPAB Staff Meeting

Date
Thursday, 28th March 2019

Attendees
Barbara Webb (BW)
Hakan Bilen (HB)
Jodie Cameron (JC)
Michael Herrmann (MH)
Vlad Ivan (VI)
Mohsen Khadem (MK)
Taku Komura (TK)
Cristian Novotny (CN)
Ram Ramamoorthy (RR)
Steph Smith (SS)
Kartic Subr (KS)
Steve Tonneau (ST)

Place
1.16, IF

Time
2pm

1. Minutes of last meeting

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

2. Matters arising

No matters arising.

3. Arrivals and departures

Visitors
Takayuki Nakatsuka – WASEDA University
Host: Taku Komura (4 month visit)

Yunhee Jeong
Host: Taku Komura (5 month visit)

Leavers
Franco Angelini – Visitor
4. **New Grants and Proposals**

   **Submitted H2020 Proposals**
   **2HelpingHandz**
   Bob Fisher/Michael Mistry (lead)
   Kitchen goods unpacking for use by a cooking robot

   **CoMove**
   Bob Fisher (partner)
   Automotive factory collaborative assembly

   **Harmony**
   Sethu, Zhibin, Mohsen
   Enhancing Healthcare with Assistive Robotic Mobile Manipulation

5. **Budget and Resources**

   Apologies from Ruta. No updates.

6. **Business Development**

   **ORCA**
   ORCA had a stand at Robotics and AI Industry Showcase 2019 Manchester event. Potential sub cleaning collaboration.

   **Huawei**
   Huawei meeting scheduled for 9th April has been cancelled. No confirmation of a new date as yet.

7. **IPAB webpage**

   Level 1 admin to update as necessary:
   - Pint of Science
   - Sethu’s museum talk

8. **Teaching**

   **Computer Graphics – changes**
   Following a long process, Kartic’s proposed changes to Computer Graphics (no final exam) have now been approved.

9. **IPAB space**

   **Body scanner**
   Taku has reported that the body scanner has been delivered and installed in room 1.42 (Bayes). The scanner is larger than originally
expected. Taku will arrange a meeting with the other room occupants to discuss the issue.

**Storage**

Storage remains an important issue, it was agreed this needs to be looked at urgently. Items for storage include equipment flight cases and specialised transportation boxes. Barbara will contact Martin to discuss.

**Level 1 room conversions**

Following the 2 to 3 conversions, Sethu and Barbara have moved back to level 1. Barbara is based in room 1.27 and Sethu is in room 1.28.

**Talk pods** (also known as the Skype booths)

The level 1 talk pod installation is now complete. Talk pods are located on each floor and can be found in the print rooms. These spaces do not need to be booked via the room booking system.

**10. IPAB seminars**

No issues raised.

**11. Student issues**

**Student representative**

No volunteers have come forward to take over the student representative roll. Staff should remind their students that the opportunity is there if they wish to put themselves forward. John will continue in the role meantime.

**Social**

No suitable availability at Firbush so other options are being explored. Suggestions included paint balling and coastal walks. John will take forward.

**12. Admin issues**

No issues raised.

**13. Socials**

**Museum exhibition visit**

The visit to the Robot exhibition currently showing at the NMS will take place on Friday 29th March.
Jamboree
The Informatics Jamboree will take place 26\textsuperscript{th} April. Look out for emails from Inf Comms regarding events and booking instructions.

14. Directors business

PURE reminders
Some staff reported they are longer receiving PURE reminders. Barbara will look into this.

Management review
A review of the school management structure will be happening, an official announcement will follow in due course.

15. AOB

City Deal spending
Staff were advised of a spending deadline of Summer 2019.

Visitors
How visitors to the school are processed depends on the type of visit. Visitors who will participate in a course or programme activity (usually for credit) are considered to be a visiting student and will be managed by IGS. Standard visits dealt with by the admin offices are for visitors who are not a member of University staff but collaborating for a short period of time with an Informatics Research Institute or Research Group.

The admin team should be advised of a visit as early as possible to ensure appropriate action is taken prior to the visitor arriving.

Bench fees
Staff were reminded that bench fees of £150.00 per month are payable for visits which last beyond 3 months.

Any questions regarding the visitor registration process should contact the admin team in the first instance.

16. Date of next meeting

The next meeting is scheduled to take place on Thursday, 25\textsuperscript{th} April 2019.