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**Meeting**  
IPAB Staff Meeting

**Date**  
Thursday, 31<sup>st</sup> May 2018

**Attendees**

Barbara Webb (BW)  
Bob Fisher (BF)  
Hakan Bilen (HB)  
Kartic Subr (KS)  
Ram Ramamoorthy (SR)  
Jodie Cameron (JC)  
Steph Smith (SS)

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**Place**  
1.16, IF

**Time**  
2pm

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**1. Minutes of last meeting**

Minutes from the last meeting were agreed as accurate. No amendments required.

**2. Matters arising**

No issues raised.

**3. Arrivals and departures**

Visitors

Andrea Adden – visiting from University of Lund (host: Barbara)  
Yoshihiro Mitani – visiting from UBE College, Japan (host: Bob)

Staff

Wouter Wolfslag (PDRA) – ORCA hub, Alex Li

Summer internship

Boon Han (UG)

Chancellors Fellow post

Candidate presentations will take place on 18<sup>th</sup> June and interviews on 19<sup>th</sup> June – if you are available to host a candidate, please let Barbara know.

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#### 4. New Grants and Proposals

- CDT-RAS renewal bid  
Approval to submit full bid received.
- Tim Hospedales – UDRC phase 3 EPSRC/DSTL grant. 5 million across UoE/HWU/QUB. 1 post-doc and 1 PhD for Tim.

#### 5. Budget and Resources

Institute budget remains in a healthy position.

##### Student internship

Opportunity for student internships still open. If anyone would like to explore an internship possibility further, please contact Ruta to discuss.

##### Institute funded travel

Funds are still available for student travel requests. The application form is available on the IPAB webpage or from level 1 admin office.

Institute funds are available to apply for where there are no other funding options available to the student. Level 1 admin will co-ordinate the requests.

SS

##### Invited speakers

Staff were reminded that institute funds can be used to cover the costs of an invited speaker (useful to note where an external examiner is attending for VIVA – they can be invited to deliver a talk also).

#### 6. Business Development

Apologies received from John McAleese.

#### 7. IPAB webpage

##### IPAB YouTube channel

The IPAB Youtube channel is now active. Staff encouraged to upload videos.

The IPAB channel should appear on the front page of the IPAB webpage to maximise its use. Steph will liaise with Inf Comms team to take forward.

SS

Bob – attended launch of a new Sony Playstation game "Detroit: Become Human"

Hakan – 'Weakly Supervised Learning for Computer Vision' tutorial.

## 8. Teaching

Staff were encouraged to respond to the email issued from Sharon Goldwater.

### Student reviews

Level 1 admin will start making arrangements for the yearly student review meeting.

SS

Student reviews cover the 12 months period from the student start date. Graduate School reminders issue approx. 3 months prior to the deadline date.

## 9. IPAB space within the new building

Handovers are expected to start taking place from June, exact dates have yet to be confirmed.

Inspace move-in date currently 17<sup>th</sup> August (+/- 1 week).

## 10. IPAB workshops and seminars

### Workshop co-ordinator

A new co-ordinator has yet to be appointment. Steph will issue a reminder to staff for nominations.

SS

## 11. Student Issues

Apologies received from John. No issues raised.

## 12. Admin issues

The group welcomed Jodie Cameron. Jodie started her role as level admin office administrator on 1<sup>st</sup> May and brings the level 1 admin office up to full staff compliment.

## 13. Socials

The next IPAB social event will take place on Thursday, 7<sup>th</sup> June. The event will take place in MF2, food and refreshments will be provided.

#### **14. Directors Business**

##### EPSRC Big Ideas

This is a new initiative launched by EPSRC to collect ideas from the research community. Details of the project and guidance on how to submit ideas can be found on the website:

<https://epsrc.ukri.org/research/ourportfolio/epsrc-big-ideas/>

#### **15. AOB**

##### Robot museum

Bob has been asked to confirm the weight of items that will be housed in the museum – Bob will liaise with G.03.

**BF**

#### **16. Date of next meeting**

The next meeting is scheduled to take place Thursday, 28<sup>th</sup> June.