1. Minutes of Last Meeting

Minutes from the last meeting were agreed as accurate.

2. Matters Arising

HB to bring proposal for internal competition for PhD support from IPAB budget.

3. Arrivals and Departures

Staff
Heather Low has returned to IPAB on a temporary basis (6 month contract). Heather will work exclusively on CityDeal purchasing/finance matters. Heather is located in room 1.31, IF, working Tuesdays, Wednesdays and Thursdays.

CDT Students
16 CDT students (includes HW and UoE).

Visitors
Yapeng Shi – 1 year visit (Tier 5)
Host: Alex Li

Shuaijung Wang – 2 year visit (Tier 5)
Host: Alex Li

4. **New Grants and Proposals**

**UKRI funding opportunity – Trustworthy Autonomous Systems (TAS)**

EPSRC Town Hall meeting announced – expressions of interest to attend should be in by 4pm on 3rd Oct 19. Sethu will circulate details.

5. **Budget and Resources**

IPAB budget remains in a healthy position.

**Purchase proposal**

There is high demand for use of the current 3D printer. Several suggestions to alleviate current waiting times were suggested:

- Management/timetabling system should be in place to allow effect and fair use of the current machine

- Additional printer purchase (1 x located in Bayes/1 x located within the Forum)

- 1 x larger/high spec multipurpose machine located within machine shop (App Tower) to cope with demand and usage needs

It was agreed 3D printer purchasing costs would be appropriate use of CityDeal funds.

6. **Business Development**

Cristian Novotny was not in attendance.

**ECCV2020**

£0.5 million target for exhibitor/sponsorship contributions (currently at £60k & 80k).

Glasgow venue selected to cope with 6000 delegates expected to attend.
PhD students will be given the opportunity to volunteer as helpers with free attendance as an incentive.

7. IPAB webpage

Arrival of 9 new NEXTAGE Open Collaborative Human Robots to Bayes.

UK/Japan Conference

TRIMBOT video

8. Teaching

Committee & BoS meetings
Teaching Committee and BoS meetings continue to have low attendance numbers. Mohsen has been appointed as IPAB representative. Both meetings remain open for staff to attend where possible, however, Mohsen will feedback necessary information/news.

Timetabling conflicts
Timetabling of courses is now done centrally from college. Conflicts in RSS/MLP course timetables raises concerns for continuity of courses next year. Low numbers due to the timetable conflicts are not indicative of interest in courses/need for courses to continue. Students are in a situation where they have to choose ‘one or the other’.

Attendance capturing
Teaching committee have confirmed that TopHat will be used for the capture of attendance data in the future. Launch date unknown.

9. IPAB Space

Health & Safety within labs

The group were reminded that prior to using the labs and equipment, an induction and risk assessment must be carried out and understood first. Every robot requires user training to ensure the safety of the users, colleagues within the labs and also ensures the appropriate care of the robot itself. Vlad will carry out induction sessions and risk assessments which users will need to signed prior to be given permission to use the labs.
Space for new equipment
Prior to ordering new equipment, available space must first of all be considered and sourced. For field robotics labs, please consult Vlad in the first instance to ensure there is adequate space and storage. For any other lab, please contact the appropriate lab manager to discuss.

10. IPAB Workshops and Seminars

Nothing to report.

11. Student Issues

Nothing to report.

12. Admin issues

Nothing to report.

13. Socials

IPAB student welcome event will be held towards the end of October.

14. Directors Business

Nothing to report.

15. AOB

Professorship in Industrial Robotics

Barbara will get an update from DoPS.

16. Date of next meeting

The next meeting is scheduled to take place Thursday, 31st October 2019.

17. Student Reviews

Teaching staff only were required to remain for this agenda item. Student progress was reported separately.