Meeting
IPAB Staff Meeting

Date
Thursday, 29th September 2018

Attendees
Barbara Webb (Chair) (BW)
Hakan Bilen (HB)
Jodie Cameron (JC)
Bob Fisher (BF)
Michael Herrmann (MH)
Tim Hospedales (TH)
Vlad Ivan (VI)
Alex Lascarides (AL)
Zhibin Li (ZL)
Heather Low (HL)
Michael Mistry (MM)
Ram Ramamoorthy (SR)
Kartic Subr (KS)
Steph Smith (SS)

Place
IF 1.15

Time
2pm

1. Minutes of last meeting

Correction to item 15 – should read pupil from George Heriot’s school.

2. Matters arising

No items discussed.

3. Arrivals and Departures

New arrivals
Matthius Marchek (THING - Michael Mistry)

Departures
Martin Asenov
Evrapidis Gkanias
Rita Pucci

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Visitors
Franco Angelini – 6 month visit from University of Pisa
Host: Sethu Vijayakumar

Alfredo Bochicchio – 2 week visit form University of Pisa.
Host: Sethu Vijayakumar

Mohit Vohra – 3 month visit from IIT Kanpur
Host: Sethu Vijayakumar

Ravi Prakash – 3 month visit from IIT Kanpur
Host: Sethu Vijayakumar

4. New Grants, Proposals, Research Opps

KS - Global challenges (traffic congestions), 1 year, potential 4 post docs – bid submitted.

5. Budget and Resources

Apologies from Ruta.

Student travel
Student travel should be encouraged (one trip per year, per PhD student).

Master student travel is not ordinarily approved from institute funding, this would be expected to come from their own travel allowance.

6. Business Development

Oculus – Taku

Two projects now fully signed off, totalling £787,937 over 3 years. (Animating Hand-Object Interactions and Animating Human-Human Interactions)

Microsoft – Taku

Following up from contact initiated at SIGGRPH 2018 conference, Microsoft expressed a strong interest in potential future relationship - SKYPE call scheduled for end September to discuss further.

Automated Insect Farms
Proposal submitted for RAC CDT Innovation Support Funding. Student pitch presented on 24th September – outcome pending.
7. IPAB webpage

Level 1 admin office to issue reminder email for any news items.

8. IPAB space

Desk allocation – Bayes
Desk allocation will be managed by IGS/Human Resources.

Reporting issues
When reporting building issues to Bayes Reception, Vlad should be copied in.

Access
Vlad is currently the sole contact for authorising Bayes access. The following staff should now also be able to request access:

G.6, G.7:
Mike Mistry
Vladimir Ivan
Sethu Vijayakumar

1.25:
Subramanian Ramamoorthy
Bob Fisher
Vladimir Ivan

1.42:
Taku Komura
Frank Keller
Bob Fisher
Vladimir Ivan

G.20:
all of the above

Level 1 general access:
all of the above

Level 1 admin office will also be added as authorisers for the above spaces.

9. IPAB Seminars

Prof. Barry Trimmer (Tifts University) will be speaking Thursday,
4th October.

10. Student Issues

Apologies from John Pisokas.

11. Admin issues

No issues raised.

12. Socials

Equality
Alcohol: It should be reminded that not everyone enjoys the pub/alcohol related activities. There should be some non-pub events as well and there should always be a choice of non-alcohol alternatives on offer for those who do not wish to drink alcohol.

Event timing: people have family, school and caring responsibilities and can’t always attend ‘after work hours’ events. Where possible, earlier starts/lunch times should be considered to allow them the opportunity to attend.

Disabilities: check in advance what the venue access is like to ensure that if someone with a disability wants to attend, they can.

13. Directors Business

General staff meeting
All staff encouraged to attend the GSM scheduled to take place 4th October @ 11am in G.03, IF. Teaching will appear on the agenda.

Robot displays
Information posters will be placed alongside robots and displayed in lab windows. Some of the older robots which are no longer used will be displayed in the Bayes café area and potentially G.03 (once it has been re-figured to a seminar space).

Demos
Jane Hillston passed on her thanks to Mike for his participation in providing demos.

S.W.O.T analysis
Recorded on separate sheet.
14. AOB

No issues raised.

15. Date of next meeting

The next meeting is scheduled for Thursday, 25th October.

16. Student reviews

Student reviews were conducted and recorded with teaching staff only in a separate document.