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**Meeting**  
IPAB Staff Meeting

**Date**  
Thursday, 28<sup>th</sup> July 2016

**Attendees**

Barbara Webb (BW)  
Steph Smith (SS)  
Heather Low (HL)  
Joanne Pennie (JP)  
Maurice Fallon (MF)  
James Garforth (JG)  
Vladimir Ivan (VI)  
Vitto Ferrari (VF)  
Jon Oberlander (JO)

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**Place**  
1.16, IF

**Time**  
2pm

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**1. Jon Oberlander – DTI progress report**

Jon presented the draft internal plans of the new building.

The possibility of all of IPAB relocating to the new building was briefly discussed. This will be discussed further at the next staff meeting. There will also be further discussion regarding final layouts and the distribution of IPAB space at a later meeting.

Points clarified:

- Final name of the new building still to be decided
- Building will have space to accommodate up to 600 people
- IPAB will have space allocated on ground floor, 1<sup>st</sup> floor and possibly 2<sup>nd</sup> floor
- IPAB space includes labs and motion capture lounge
- Ground floor will be publicly accessible but IPAB areas will be accessible by swipe card only
- There will be seminar space on ground and 5<sup>th</sup> floors
- A café will be based on ground floor
- Floor layouts will be replicated from 1<sup>st</sup> floor upwards
- Dugald Stewart Building will become accessible (currently restricted with coded door)

## 2. Minutes of last meeting

The minutes from the last meeting were agreed as accurate with no changes.

## 3. Matters arising

### Teaching

Consolidating some of the other courses into an ML for Robotics course (MSc level) – Sethu, Ram and Michael will meet to discuss on Ram's return from US.

SV, SR,  
MH

Merging IVR and IAR into a 20 point 3<sup>rd</sup> or 4<sup>th</sup> course – possible proposal for Board of Studies.

BW

### Eye tracker

Bob is looking into the possibility of purchasing an eye tracker. Bob will email IPAB staff in the first instance to ascertain if there is a shared need/want within IPAB for this piece of equipment. There was a suggestion PPLS may have something Bob can borrow in the meantime.

BF

## 4. Arrivals/Departures

Leaver: Anestis Papazoglou

## 5. New grants and proposals, research opportunities

Nothing to report.

## 6. Budget and resourcing

Joanne confirmed there were little change to the figures since she last reported at the June staff meeting.

## 7. Institute name change

More than 50% of those who completed the institute name change survey would prefer the current name to remain unchanged. The numbers were as follows:

I'd strongly like it to change: 13.33% (4)

I'd weakly like it to change: 23.33% (7)

It doesn't matter to me: 10.00% (3)

I'd weakly like it to stay the same: 13.33% (4)

I'd strongly like it to stay the same: 40.00% (12)

It was agreed that the institute would continue as IPAB and this item will be removed from the agenda.

#### 8. IPAB seminars

The new workshop schedule has been issued to staff and students to check allocated dates. Steph will update the IPAB calendars and webpage in due course.

SS

#### 9. Student issues

##### Post-doc representation

Vlad put himself forward to represent the post-docs at future staff meetings. Vlad will email the post-doc group formally to nominate himself and discuss with them where necessary.

VI

##### Student representation

Pavlos Andreadis has been nominated and agreed as the new student representative and will attend future meetings.

#### 10. Computing issues

No issues raised

#### 11. Admin issues

No issues raised

#### 12. Socials

It was agreed that a summer 2017 trip to Firbush should be considered. There are currently 2 weekends available in June (9-11<sup>th</sup> and 23-25<sup>th</sup>).

Steph will contact institute members to gauge interest in the first instance.

SS

#### 13. Directors business

Strategy committee have announced that a formal system to report absences from the office of more than 1 day has been agreed.

All

Martin Wright's email of 1<sup>st</sup> August provides more information, background and instruction on this change. Steph can provide a copy if anyone requires.

**14. AOB**

No issues raised

**15. Date of next meeting**

The date of the next meeting is Thursday, 25<sup>th</sup> July @ 2pm.