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**Meeting**  
IPAB Staff Meeting

**Date**  
Thursday, 30<sup>th</sup> June 2016

**Attendees**

Barbara Webb (BW)  
Steph Smith (SS)  
Joanne Pennie (JP)  
Vladimir Ivan (VI)  
Alex Li (AL)  
James Garforth (JG)  
Michael Herrmann (MH)

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**Place**  
1.16, IF

**Time**  
2pm

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**1. Min of last meeting**

Correction to Alex Li's name spelling in attendee list actioned. All other details agreed as accurate.

**2. Matters arising**

IPAB summer social

The IPAB brainstorming/social event took place on 21<sup>st</sup> June 2016. It was a successful afternoon and Barbara would like to record her thanks to Bob for taking this event forward.

Proposal of name change

Following the result of the vote which was extended to all institute members, there will be no name change going forward at this point.

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

**3. Arrivals/Departures**

Vincent Thomasset – visiting from Polytech Montpellier, Franch (Alex li)

Leopoldo Armesto Angel – visiting from Instituto de Diseno y Fabricacion, Spain (Sethu Vijayakumar)

Emmanuela Del Dottore – PhD visiting student (Barbara Webb)

**4. New grants and research opportunities**

Vlad: Horizon2020 proposals submitted, results expected end September

**5. Budget and resources**

Joanne presented an overview of the IPAB figures (copy of handout available).

A discussion regarding funding for a new Robotarium staff member will take place in a future meeting attended by Robotarium supervisors.

Joanne requested that any outstanding Furbush payments are made before the end of the financial year. Steph will liaise with Heather regarding this.

SS

**6. Space issues**

G.17 and 1.30 are currently at full capacity.

Equipment inventory

Vlad has produced an inventory of equipment within IPAB. This information should be kept up to date. Additions and amendments should be sent to Vlad.

Storage room 1.14

This space needs to be checked for any IPAB items which should be included in the equipment inventory. Steph will check.

SS

## **7. IPAB workshops and seminars**

The new workshop schedule will commence from October 2016. The final timetable will issue in due course.

Kostas advised admin of his intention to withdraw from the role as co-ordinator. Kostas will continue in the role until the end of 2016. A replacement co-ordinator will be nominated.

## **8. Teaching**

No issues raised.

## **9. Student issues**

Following the departure of the current student representative, a replacement will be elected. Steph will liaise with the appropriate group regarding student representation at future meetings.

SS

## **10. Computing issues**

No issues raised.

## **11. Admin issues**

No issues raised.

## **12. Socials**

The next social event to take place will be Fimbush in October. A total of 28 people have signed up to attend.

It was agreed a Fimbush event for summer 2017 should be arranged. Steph will liaise with Fimbush regarding availability.

SS

## **13. Directors business**

Barbara invited nominations for a representative to attend the Athena Swan Implementation Group.

## **14. AOB**

Jon Oberlander (DTI Director) is keen to meet with institutes to provide an update on the progress of the new building and would like to attend a future meeting. There were no objections raised. Steph will liaise with the DTI secretary to agree a suitable date.

SS

**15. Date of next meeting**

The date of the next meeting will be Thursday, 28<sup>th</sup> July at 2pm in room 1.16.