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**Meeting**  
IPAB Staff Meeting

**Date**  
Thursday, 26 May 2016

**Attendees**

Barbara Webb (BW)  
Steph Smith (SS)  
Vladimir Ivan (VI)  
Alex Li (AL)  
Sethu Vijayakumar (SV)  
Bob Fisher (BF)  
James Garforth (JG)  
Taku Komura (TK)  
Maurice Fallon (MF)  
Radim Tylececk (RT)

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**Place**  
1.16, IF

**Time**  
2pm

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**1. Minutes of the last meetings**

Minutes from the last meeting, held 28<sup>th</sup> April 2016, were agreed as accurate with no amendments requested.

**2. Matters arising**

IPAB summer social

An IPAB brain storming afternoon followed by a social event (i.e. BBQ in Meadows/picnic) was suggested for some time in June. Bob agreed to take this forward.

**BF**

Proposal of name change

The group agreed that a vote should be extended to all members of the institute, including students, to determine whether a name change should be considered further or if the majority are happy to continue as IPAB. Maurice will take this forward.

**MF**

Teaching

Bob has agreed to postpone his sabbatical and can take 5 points of R:SS from Alex. Michael, Bob Alex and Sethu will meet to discuss further.

**MH, BF,  
AL, SV**

Consolidating some of the other courses into an ML for Robotics course (MSc level) – Sethu, Ram and Michael will get together to discuss.

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

### 3. Arrivals/Departures

There have been no new arrivals or departures to report since the last meeting.

### 4. New grants and proposals, Research Opportunities

Barbara - partner of new project proposal called LEGLESS submitted to FET-Open.

Sethu/Maurice – manufacturing hub proposal interviews to take place in June.

### 5. Budget and resources

No budget related issues reported.

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

BF

### 6. Space issues

A summary of the current issues surrounding IPAB space was issued to the group prior to the meeting (copy available).

#### Desk allocation

An internal review of desks will be undertaken. Steph will pull desk allocation information from Theon and identify those who use the desks and those who would be happy to swap.

SS

#### Equipment inventory

It was agreed that there is historic equipment within the labs which although are no longer in use, still need to be kept. External storage may an option. The first step will be to ensure an up to date inventory is available to work from. Vlad will take this forward (it was suggested Joanne may have the most up to date list for insurance purposes).

VI

It was agreed that Space would remain a regular item on the agenda so that there is a formal mechanism by which usage, issues, proposals to redesignate space, etc. can be discussed between IPAB staff.

## 7. IPAB seminars

### New workshop/seminar schedule

The new schedule should be ready to issue shortly. Steph will liaise with Kostas on this issue and remind him that he (or a nominated person in his absence) should be present at all events to facilitate the talks.

SS, KL

### Invited speakers

Staff were reminded there are funds available for invited speakers.

## 8. Teaching

### Teaching schedules

A proposal has been put forward from the board of studies that teaching schedules will be drawn up and issued 3 years in advance for longer term stability. Feedback is welcome and if anyone has any issues/comments they would like to put forward, they should be sent to Barbara.

### Teaching feedback

Alex asked the group about teaching feedback methods – various responses:-

- Encourage students to complete the on-line feedback form
- Note that student representatives have a weekly meeting with the head of teaching and this has proved an effective route for rapid feedback and resolution of issues
- Distribute questionnaires in class to be returned before students leave

## 9. Student issues

### Annual reports/review meeting

The annual student appraisal process will begin shortly. Level 1 admin will issue an email to students regarding this and advising them of what needs to be done.

SS

A student review meeting for staff and IGS representative needs to be arranged. Steph will issue a Doodle poll to check possible

SS

dates in August/September.

**10. Computing issues**

No issues raised.

**11. Admin Issues**

No issues raised.

**12. Socials**

No issues raised.

**13. Directors business**

Offers have been made to several candidates at Lecturer and Senior Lecturer/Reader levels.

**14. AOB**

New external examiner needed

A new external examiner for Robotics and Machine Learning is needed. Suggestions of possible candidates should be sent to Barbara.

**15. Date of next meeting**

- The date of the next meeting will be 30 June 2016 at 2pm in meeting room 1.16.