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**Meeting**  
IPAB Staff Meeting

**Date**  
26<sup>th</sup> October 2017

**Attendees**

Barbara Webb  
Bob Fisher  
Michael Mistry  
Kartic Subr  
Sethu Vijayakumar  
Subramanian Ramamoorthy  
Vladimir Ivan  
Alex Li  
John Pisokas  
Steph Smith

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**Place**  
1.16, IF

**Time**  
2pm

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**1. Minutes of last meeting**

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

Update on item 4: The HUB award will now create 10.5 post-doc vacancies within Informatics.

Update on item 14: The Principal's reception has been re-scheduled to 18<sup>th</sup> December.

**2. Matters arising**

No matters arising to discuss.

**3. Arrivals and departures**

Jack Geary started as a post-graduate student on 1<sup>st</sup> October – Ram.

Joanne Pennie left her role as Portfolio Manager on 26<sup>th</sup> October to take up a 2 year secondment. Ruta Badar will take over the role with effect from 20<sup>th</sup> November. Ruta joins us from School of Engineering.

#### **4. New Grants and Proposals**

Sethu: Proposal submitted – COMAC, if approved will create 2 x post-doc vacancies.

Ram: £125k DSTL award – REDALERT: Autonomous Aerial Surveying (phase 2 project Autonomy in Hazardous Scene Assessment competition)

#### **5. Budget and Resources**

The group were reminded that staff travel for meetings/conferences would be considered whilst the projected figures remain healthy (although the priority remains with students with no alternative funding to attend meetings with accepted papers).

#### **6. Business Development**

No issues discussed - apologies received from John.

#### **7. IPAB webpage**

Groups currently without a group specific webpage appearing on the IPAB page were encouraged to create one.

#### **8. Teaching**

Stefano Albrecht will not be teaching RL this term, not clear if RL will be taught this term at all – Barbara will follow up.

**BW**

#### **9. IPAB space within the new building**

Separate meeting held to discuss this item at length.

#### **10. IPAB workshops and seminars**

Gaps in the schedule should be filled where possible. This allows the event day/time to become a permanent fixture in calendars and encourage attendance. Steph will feed back to Allison.

**SS**

#### **11. Student Issues**

This purpose of this agenda item is to allow IPAB related student issues to be brought to Director/staff attention and discussed.

John Pisoka's attended as the newly appointed student

representative.

#### Noise levels within Forum

It was acknowledged that events held within the Forum ground floor space do create additional noise, particularly for occupants of the ground floor labs. During such events, students can use the hot desk areas. Out with office hours the meetings rooms can also be used as a quieter space for working.

#### Networking/bonding activities

Funding may be available for student social/networking events/groups - students are encouraged to put forward suggestions for consideration.

### **12. Computing Issues**

Kartic enquired about cluster access for MSc students – students can request access via computing support with supervisor approval.

### **13. Admin issues**

No admin issues to discuss.

### **14. Socials**

Admin will liaise with Barbara regarding venues/dates for the IPAB Christmas event. SS

### **15. Directors Business**

Academic post is now advertised – in Robotics with HRI, Medical and SLAM mentioned as areas of especial interest for recruitment.

### **16. AOB**

No other business raised.

### **17. Date of next meeting**

There will be no meeting in November, the next meeting will take place on Thursday, 7<sup>th</sup> December 2018.