
Meeting
IPAB Staff Meeting

Date
Thursday 31st August 2017

Attendees

Tim Hospedales (TH)
Bob Fisher (BF)
Barbara Webb (BW)
Vladimir Ivan (VI)
Pavlos Andreadis (PA)
Michael Mistry (MM)
Kartic Subr (KS)
Ram Ramamoorthy (SR)
Sethu Vijayakumar (SV)
Zhibin Li (ZL)
Michael Herrmann (MH)
Heather Low (HL)
Allison Taylor (AT)
Steph Smith (SS)

Place
1.16, IF

Time
2pm

1. Minutes of last meeting

Add John McAleese to list of attendees.

2. Matters arising

It was agreed August was the most appropriate month to review/renew Risk Assessments. Renewal includes review of assessment already in place and new signature.

3. Arrivals and departures

Hakan Bilan takes up post on 1st September. Tim will take on the mentor role. Kartic will take on the buddy role.

Rita Pucci takes up post doc on 1st September under Kartic's supervision.

SS

Daniela Pacella takes up post doc on 1st September under Barbara Webb's supervision.

4. Student issues

Noise levels during out of hours events is becoming a distraction for those working in offices around the atrium. It was agreed that unoccupied meeting rooms can be used as an alternative space during such events.

Pavlos will no longer attend as student representative. Pavlos will liaise with students to appoint a replacement.

PA

5. New grants and proposals, Research opportunities

MM: EU project, THING. 2 post docs.

SV: MEMMO (Memory of Motion) 1.5 post docs.

1 year Hitachi renewal awarded at £120,000.

6. Budget and Resources

Nothing discussed.

7. Business development (John McAleese)

Nothing discussed. John not present, apologies received.

8. IPAB webpage

The group were reminded that webpage updates, including news items, success stories etc should be sent to level 1 admin office.

9. Teaching

A replacement CDT deputy director/course co-ordinator needs to be appointment to replace current role holder, Michael Herrmann, when he starts his sabbatical. Interested parties should contact Barbara.

Tim is currently recording new material for IVC.

10. IPAB space

Nothing discussed.

11. IPAB seminars

The new schedule has been issued. The first talk is due to take place 7th September.

12. Computing Issues

No issues.

13. Admin issues

The group welcomed Allison Taylor. Allison is Senior Secretary with level 1 admin office.

Joanne leaves her post as Portfolio Manager end of October to take up a secondment in the Centre for Service Excellence. An advert to recruit Joanne's replacement will issue in due course.

14. Socials

CDT welcome meeting takes place in the Forum on 14th September.

IPAB welcome meeting should be scheduled for October. Steph will take forward.

15. Directors Business

Barbara reminded the group that requests for support for grants should not be left until the last minute. Research Director, Jane Hillston, should also be kept in the loop.

G.17 tidy up will take place 11am, 8th September.

A resting place for old/unused robots was suggested, Bob to initiate.

16. AOB

No other business.

17. Date of next meeting

The next meeting is scheduled to take place 28th September at 2pm, followed by the student review meeting at 3pm.

SS

BF

