Meeting	Date
IPAB Staff Meeting	Thursday, 27th May 2021

Attendees

Ram Ramamoorthy (RR)
Stefano Albrecht (SA)
Hakan Bilen (HB)
Jodie Cameron (JC)
Bob Fisher (BF)
Michael Herrmann (MH)
Vlad Ivan (VI)
Mohsen Khadem (MK)
Serena Lambley (SL)
Chris Lu (CL)
Michael Mistry (MM)
Joanne Pennie (JP)
Steph Smith (SS)
Kartic Subr (KS)
Steve Tonneau (ST)
Barbara Webb (BW)

Place	Time
MS Teams	2pm

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1. **Minutes of last meeting**

   Minutes were agreed as accurate.

2. **Matters arising**

   <u>Collating papers for large events</u>

   For large conferences where a number of institute papers have been accepted, an IPAB-level news item detailing the papers can be created and shared (everyone is invited to facilitate this by sending their list of papers when requested). **ALL**

   Kartic has created an Excel spreadsheet for major IPAB-relevant confereces (e.g., ICRA, R:SS, CVPR) - circulated via the Teams channel – to help us plan presentation sessions to help our students get pre-submission feedback. Please populate this spreadsheet with conferences you consider central to your area, where it is likely that multiple groups might also submit.

3. **Arrangements for Covid-19**

   Bayes Labs
   Extended hours for access during week days has been approved. Bayes labs are now accessible between 9am – 8pm, Mon-Friday. Extra precautions are in place for afterhours use.

   No weekend access is allowed. Forum based labs are still only accessible until 6pm, Mon-Friday.

4. **Arrivals and departures**

   PhD
   Rana el Gre, currently based in Lebanon but hopes to be in Edinburgh July.
   Supervisor – Barbara Webb

5. **New Grants and Proposals**

   Barbara – submitted EIC proposal in partnership with Lund University – focussing on putting inspect brains on nano-photonic devices.

   Stefano – submitted proposal to Airforce lab –focussing on verifiable goal recognition for autonomous writing.

6. **Budget and Resources**

   Interns
   The costs associated with the summer intake of interns has been included in figures. 1 month intern expenditure will be met from this financial year, with the remaining month coming from the next financial year.

   Future budget allocations
   No update on budget for coming year allocation process. Joanne seek update to report back.   **JP**

7. **Business Development**

   No update – apologies from Cristian.

8. **IPAB webpage**

   IPAB news items and web changes should be sent to the admin team to action.

9. **Teaching**

   Teaching support allocation
   Bjoern is looking into developing an improved and more streamlined approach to the allocation of teaching support.

   Bjoern will shortly contact course organisers directly in relation to this.

10. **IPAB space**

    QMRI space
    Ram and Kia plan to meet with the deputy director of QMRI (Little France) to discuss the possibility of being allocated space within QMRI, explicitly aimed at collaborative works between Informatics and medicine.

    Discussions around this are still at a very early stage. If anyone is interested in being involved in future discussions, they should let Ram know.

    Hot desks
    There have been no updates as yet on how hot desk spaces will be allocated in the future. It is expected that such announcements will come directly from the school.

11. **IPAB workshops and seminars**

    Host platform
    It was agreed that Blackboard Collaborate was not a suitable host platform for the workshop/seminar series.   Teams or Zoom was suggested as an alternative. **JC**

    Jodie will explore options.

12. **Student issues**

    No issues reported.

13. **Admin issues**

    No issues reported.

14. **Socials**

    No update. Ongoing issue.

15. Directors Business

<u>Strategy committee</u>
There have been discussions around the possibility of recruiting 3 new members of teaching staff. The priority area of allocation will be graphics (recognised as an area of growth as well as two main graphics people currently being 'away').

16. AoB

<u>Academic mailing list</u>
A mailing list of which only academic staff are the recipients is required. Steph to check if ipab-teaching is still sufficient for this purpose.

SS

17. AI Strategy: Engagement with Institutes – Michael Rovatsos

No notes required for this session.

18. Date of Next Meeting

The next meeting is scheduled to take place 24th June 2021 at 2pm.