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**Meeting**  
IPAB Staff Meeting

**Date**  
Thursday, 29<sup>th</sup> September 2018

**Attendees**

Barbara Webb (Chair) (BW)  
Hakan Bilen (HB)  
Jodie Cameron (JC)  
Bob Fisher (BF)  
Michael Herrmann (MH)  
Tim Hospedales (TH)  
Vlad Ivan (VI)  
Alex Lascarides (AL)  
Zhibin Li (ZL)  
Heather Low (HL)  
Michael Mistry (MM)  
Ram Ramamoorthy (SR)  
Kartic Subr (KS)  
Steph Smith (SS)

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**Place**  
IF 1.15

**Time**  
2pm

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**1. Minutes of last meeting**

Correction to item 15 – should read pupil from George Heriot’s school.

**2. Matters arising**

No items discussed.

**3. Arrivals and Departures**

New arrivals

Matthius Marcheck (THING - Michael Mistry)

Departures

Martin Asenov  
Evravidis Gkaniias  
Rita Pucci

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**Actions**

SS

### Visitors

Franco Angelini – 6 month visit from University of Pisa  
Host: Sethu Vijayakumar

Alfredo Bochicchio – 2 week visit form University of Pisa.  
Host: Sethu Vijayakumar

Mohit Vohra – 3 month visit from IIT Kanpur  
Host: Sethu Vijayakumar

Ravi Prakash – 3 month visit from IIT Kanpur  
Host: Sethu Vijayakumar

#### **4. New Grants, Proposals, Research Opps**

KS - Global challenges (traffic congestions), 1 year, potential 4 post docs – bid submitted.

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

Apologies from Ruta.

##### Student travel

Student travel should be encouraged (one trip per year, per PhD student).

Master student travel is not ordinarily approved from institute funding, this would be expected to come from their own travel allowance.

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

##### Oculus – Taku

Two projects now fully signed off, totalling £787,937 over 3 years. (Animating Hand-Object Interactions and Animating Human-Human Interactions)

##### Microsoft – Taku

Follwing up from contact initiated at SIGGRPH 2018 conference, Microsoft expressed a strong interest in potential future relationship - SKYPE call scheduled for end September to discuss further.

##### Automated Insect Farms

Proposal submitted for RAC CDT Innovation Support Funding.  
Student pitch presented on 24<sup>th</sup> September – outcome pending.

## **7. IPAB webpage**

Level 1 admin office to issue reminder email for any news items.

## **8. IPAB space**

### Desk allocation – Bayes

Desk allocation will be managed by IGS/Human Resources.

### Reporting issues

When reporting building issues to Bayes Reception, Vlad should be copied in.

### Access

Vlad is currently the sole contact for authorising Bayes access. The following staff should now also be able to request access:

G.6, G.7:

Mike Mistry  
Vladimir Ivan  
Sethu Vijayakumar

1.25:

Subramanian Ramamoorthy  
Bob Fisher  
Vladimir Ivan

1.42:

Taku Komura  
Frank Keller  
Bob Fisher  
Vladimir Ivan

G.20:

all of the above

Level 1 general access:

all of the above

Level 1 admin office will also be added as authorisers for the above spaces.

## **9. IPAB Seminars**

Prof. Barry Trimmer (Tifts University) will be speaking Thursday,

4<sup>th</sup> October.

## 10. Student Issues

Apologies from John Pisokas.

## 11. Admin issues

No issues raised.

## 12. Socials

### Equality

Alcohol: It should be reminded that not everyone enjoys the pub/alcohol related activities. There should be some non-pub events as well and there should always be a choice of non-alcohol alternatives on offer for those who do not wish to drink alcohol.

Event timing: people have family, school and caring responsibilities and can't always attend 'after work hours' events. Where possible, earlier starts/lunch times should be considered to allow them the opportunity to attend.

Disabilities: check in advance what the venue access is like to ensure that if someone with a disability wants to attend, they can.

## 13. Directors Business

### General staff meeting

All staff encouraged to attend the GSM scheduled to take place 4<sup>th</sup> October @ 11am in G.03, IF. Teaching will appear on the agenda.

### Robot displays

Information posters will be placed alongside robots and displayed in lab windows. Some of the older robots which are no longer used will be displayed in the Bayes café area and potentially G.03 (once it has been re-figured to a seminar space).

### Demos

Jane Hillston passed on her thanks to Mike for his participation in providing demos.

### S.W.O.T analysis

Recorded on separate sheet.

**14. AOB**

**No issues raised.**

**15. Date of next meeting**

The next meeting is scheduled for Thursday, 25<sup>th</sup> October.

**16. Student reviews**

Student reviews were conducted and recorded with teaching staff only in a separate document.

