

MINUTES OF MEETING
of the
Informatics Building Committee
held on
Tuesday, 24 June 2014
11:00 am to 12:00 pm
Turing Room

Present: Dave Robertson (Chair), Dave Hamilton, Neil McGillivray, Mike Riley, David Sterratt, Marjorie Dunlop (Secretary)

Apologies: Jon Oberlander

The minutes from the meeting of 6 May 2014 were approved.

OUTSTANDING ACTIONS FROM MEETING OF 7 MAY 2013

b) Security alarm for server

Action

MR to organise security alarm for server

Further Action

MR will review this again with contractor (ongoing)

OUTSTANDING ACTIONS FROM MEETING OF 4 JUNE 2013

a) AV in G.07/G.07A

AS reported that the Tannoy demonstration was impressive, also the earpieces.

Action

AS will investigate further and report back with costs

In progress (AS awaiting pricing; AS to chase)

OUTSTANDING ACTIONS FROM MEETING OF 3 SEPTEMBER 2013

b) Any other business

a) Higgs Space in Forum is available for another year; JO will contact Dave Murray-Rust re his Cursive Data Project

Action

JO contact DMR

OUTSTANDING ACTIONS FROM MEETING OF 3 DECEMBER 2013

1. Power outage

Discussions on a number of topics relating to observations during the recent power outage.

Third theme of discussion related to communications via analog phones in case of power outage. Agreement to install new analog phone in the School Office.

Action

MR/DCH to arrange installation

In progress (waiting for costing)

Action

MR to speak with Telephone Services

Further Action

MR to speak with DH

3. Any other business

- a) Partition Walls – DCH explained that he had had contact from supplying company. MR now arranging visit and service.

Action

MR/DCH to arrange

In progress (waiting for date)

OUTSTANDING ACTIONS FROM MEETING OF 4 March 2014

Item 1 – Splitters

There was a suggestion that, to allow more flexible use of the larger meeting rooms, we should investigate how to make the automatic partitions in rooms 4.31/4.33 and G.07/G.07A operate more effectively.

Action

MR will explore

Item 3 – Head of School's business

Pend and Charles Street/exits/entrances

It was suggested that instead of swiping and entering pin numbers to exit the building a large green button should be installed on the doors.

Action

MR will organize

Further Action

MR to chase

OUTSTANDING ACTIONS FROM MEETING OF 6 MAY 2014

Item 1 – Small meeting rooms for skype calls

There was discussion as to suitable space for Skype calls.

NMcG to speak with Rob Clark re possible space in Perception Labs and report back
Action
Actioned

Item 4 – Any other business

- a) DCH gave an update on the Gas suppression system. It should conform to safety regulations.

Action
MR to bring the system up to standard and activate same

- b) There was discussion about the current status of the display screen at the entrance to the Forum.

Action
NMcG to speak with Jon Oberlander
Actioned (Computing Support to install link)

ITEM 1 – HEAD OF SCHOOL'S BUSINESS

There was none.

ITEM 2 – ANY OTHER BUSINESS

- DR gave an update on the space in the Forum and anticipated decants.
- Small meeting rooms for Skype calls (Perception Labs).

Action
NMcG to speak with George Ross about installing wifi in Perception Labs

ITEM 3 - DATE OF NEXT MEETING

The date of the next meeting is Tuesday, 9 September 2014, 11:00 am to 12:00 pm in the Turing Room. A reminder that the meetings of the Building Committee will be on the 2nd Tuesday of the month from 11:00 am to 12:00 pm in the Turing Room.