

**MINUTES OF MEETING**  
**of the**  
**Informatics Building Committee**  
**held on**  
**Thursday, 11 September 2014**  
**2:00 pm to 3:00 pm**  
**Turing Room**

**Present:** Johanna Moore (Chair), Dave Hamilton, Neil McGillivray, Alastair Scobie, David Sterratt, Marjorie Dunlop (Secretary)

The minutes from the meeting of 24 June 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)

**Further Actions**

AS and DCH will look into new (in-house) alarm

AS to advise MR of this

**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)

**Actioned**

**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

**No progress**

**Further Action**

Mike Fourman to  
contact Dave Murray-Rust

## 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

**No progress**

#### **Further Action**

DCH to split a line and install analog phone

### 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 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

## **OUTSTANDING ACTIONS FROM MEETING OF 24 JUNE 2014**

### **Item 2 – Any other business**

- Small meeting rooms for Skype calls (Perception Labs).

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

## **ITEM 1 – RELOCATION OF VUE SERVERS FROM AT 7.06**

### Tower PCs

Austin Tate has asked to move four tower PCs to the stationery/photocopy area which is located near his office in the Forum. There are no apparent Health and Safety concerns. It was suggested that it would be appropriate for the towers to be located in the basement or in Austin's office.

**Action**  
NMcG to reply to the open ticket

## **ITEM 2 – CDT CAPITAL BID PURCHASES**

The EPSRC capital bid was successful and there was discussion about a suitable location for the computer cluster (part of ECDF managed by IS?). It was suggested that students need good access to it so perhaps in a lab for students to access (similar to G.16).

**Action**  
NMcG to follow up with Murray Cole

### ITEM 3 – HEAD OF SCHOOL’S BUSINESS

#### Membership

Johanna expressed her thanks and that of the Committee for the hard work and stalwart efforts of Stuart Anderson and Jon Oberlander during their terms as members of the Committee.

There was discussion about additional members and it was suggested that George Ross, Steve Scott and Mike Fourman would be appropriate additions to the Committee. They would provide additional operational and strategic support.

#### **Action**

JM to invite George Ross, Steve Scott and Mike Fourman to join the Building Committee

In light of the fact that Informatics will be using Forrest Hill, 15 South College Street and the Wilkie Building, as well as the Informatics Forum, it was suggested that the Committee should now be called the Buildings Committee.

### ITEM 4 – ANY OTHER BUSINESS

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

AS reviewed the quotation for the Tannoy system and the suggested positioning of the VLS 15 white column loudspeakers. It was agreed to proceed with the quotation (approximately £5-6,000 for four speakers).

#### **Action**

AS to proceed with purchase

#### **Action**

AS and JM to select colour

### ITEM 5 - DATE OF NEXT MEETING

The date of the next meeting is Friday, 7 November (11:00 am to 12:00 pm) in the Turing Room.