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**Meeting**  
IPAB Staff Meeting

**Date**  
Tuesday, 28<sup>th</sup> January 2020

**Attendees**

Keyhan Babarahmati  
Ruta Bader  
Jodie Cameron  
Bob Fisher  
Michael Herrmann  
Vlad Ivan  
Taku Komura  
Michael Mistry  
Cristian Novotny  
Laura Sevilla  
Steph Smith  
Kartic Subr  
Steve Tonneu  
Barbara Webb  
Sethu Vijayakumar

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**Place**  
1.16, IF

**Time**  
2pm

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**1. Minutes of last meeting**

Minutes from the last meeting were agreed as accurate.

**2. Matters arising**

No matters arising.

**3. Arrivals and departures**

Post Doc

Sanghyun Kim  
Supervisor: Sethu Vijayakumar

Visitors

Xinwang Liu – 1 year visit from NUDT, China  
Host: Tim Hospedales

Karan Asrani – 2 month visit from Shiv Nadar University  
Host: Bob Fisher

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Taeil Jin – 2 months visit from KAIST University, SK  
Host: Steve Tonneau

#### **4. New Grants and Proposals**

Advance cure research centre - £20m – Jacques Fleuriot leading uoE.

BW in discussions with Huawei (for info: Keith Edwards is Huawei BD contact).

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

##### City Deal

Small amount left to spend by end of financial year. Spend proposals for equipment only. PI's should contact Ruta in the first instance to discuss possible purchases.

##### New 3D printers

2 new 3D printers have been purchased and are now set-up for use in the Gait Lab.

##### GPU

It was agreed there needs to be an institute wide practise for sharing institute equipment.

Laura will liaise with Vlad and draw-up draft document/user guide. **LS & VI**

##### Humanoid

Humanoid robot is due to arrive in March 2020

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

##### LG meeting

Cristian requested presentation material be sent to him (for knowledge sharing, only material people are happy to share)

##### Industry Day – 10th March

Ideas for potential invites should be sent to Cristian.

#### **7. IPAB webpage**

Sethu V & A talk

Trimbot animated movie

## **8. Teaching**

### Duties

Allocation of duties is ongoing. All teaching staff should by now have an idea of allocated duties.

### Lab Internship

Part-time internship role for over summer, focussing on software development – speak to Vlad for more info or to discuss possible candidates.

## **9. IPAB space within the new building**

### 3D printers

The 2 new 3D printers are now set-up within the Gate Lab. The older machine will be relocated to the 1<sup>st</sup> floor of Bayes.

There will be a desk reshuffle within the gantry.

## **10. IPAB workshops and seminars**

Laura and Oisin propose to host a mini, invitation only, workshop within the Forum – Laura will contact Admin to discuss and make arrangements.

LS

## **11. Student Issues**

No student issues raised.

## **12. Admin issues**

No admin issues raised.

## **13. Socials**

It was agreed an institute wide informal tea break type weekly event would be worth considering – Michael H liaising with admin to arrange.

MH

## **14. Directors Business**

No issues raised.

## **15. AOB**

No issues raised.

**16. Date of next meeting**

The next meeting is scheduled to take place Thursday, 27<sup>th</sup> February at 2pm.

