
Postgraduate Staff-Student Committee Meeting

Microsoft Teams

Wednesday 02 February 2022, 13:30 – 14:30

Present panel members:

| Full name | Role |
|--------------------------------|---|
| Professor Pier Luigi Dragotti | Director of Postgraduate Studies (DPS) |
| Dr David Angeli | Course Director - MSc Control Systems & Optimisation |
| Dr Balarko Chaudhuri | Course Director - MSc Future Power Networks |
| Professor Pantelis Georgiou | Course Director -MSc Analogue and Digital Integrated Circuit Design |
| Professor Krystian Mikolajczyk | Course Director -MSc Applied Machine Learning |
| Dr Imad M Jaimoukha | PG Senior Tutor |
| Lina Brazinskaite | Postgraduate Manager |
| Joseph Broomfield | PhD Rep for Circuits and Systems research group |
| Muhammad Sharjeel Javaid | PhD Rep for Control and Power Research group |
| Cédric Goubard | PhD Rep for Intelligent Systems and Networks research group |
| Akshaya - | Rep for MSc Future Power Networks |
| Sohyeon Im | Rep for MSc in Applied Machine Learning |
| Michael Alummoottil | Rep for MSc in Communication and Signal Processing |
| Qing He | Rep for MSc in Control Systems and Optimisation |

Absent

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| Dr Tania Stathaki | Course Director - MSc Communications and Signal Processing (absent) |
| Al-Amin B Bugaje | PG rep (PhD & MSc) |
| Emilie F C D'Olne | PhD Rep for Communication and Signal Processing research group |
| Yong Yang | PhD Rep for Optical and Semiconductor Devices research group |
| Bob Ren | Rep for MSc Future Power Networks |
| Kaichang Chen | Rep for MSc in Analogue and Digital Integrated Circuit Design |

Agenda

1. *Welcome*
2. *Status of Actions from last meeting in November 2021.*
 - *PhD reps to remind students to use booklet app for booking space in the building.*
 - *PLD and LB to familiarise themselves with the GTA feedback system at BioEng.*
 - *ZR to arrange for PLD and course directors to see the room. PLD to look at minor quick fixes at first. Create quiet area for video conferencing and changing chairs/desk for group working.*
3. *AOB*

1) Welcomes

PLD welcomes everybody asked Michael to introduce himself as he is newly appointed.

2) Actions from last meeting

- **Common Room improvements/MSc Space.**

PLD, Lina and Zia have been looking at floor 4 and 5 and how to make improvements to the common areas and breakout spaces for MSc students. There are bigger departmental plans on rearranging the space, with a more substantial overhaul of how the space is divided up and used. There may be some quick fixes by summer to improve the space short term.

Zia adds the aim is to put MSc all together on one floor, to get everyone together for group work, eating and socialising. Hopefully by summer there will be some improvements. The bigger changes are in conjunction with UG space, it may involve structural changes to the floor.

Zia continues there are discussions about the use of computers and screening, and how much students use desktop PCs. He notes it would be beneficial having monitors which can connect to laptops as it allows more space and flexible group work, supplemented by pod chairs.

PLD asks Michael, as CSP have recently done lab work, to try gather the feeling from the students if they would prefer laptops or desktops when they attend timetabled labs.

ACTION 03/02/2022 – Michael to speak to his CSP group to ask if they prefer PCs or Laptops for lab work.

Zia raises the issue of software licensing on laptops.

Michael says it's not an issue and they can download MATLAB on their laptops.

PLD asks if there are any other issues on this topic.

Michael raises the matter of building opening hours. He asked if students could we have a few more hours in evening for the building to be open and they can complete their work.

Zia agrees and suggests 8pm or 9pm. He mentions with limited personnel in the building, for health and safety it couldn't be open too late, however now more people are coming back on campus this would be possible.

ACTION 03/02/2022 - Zia to speak to Alice to confirm changing building opening hours and then to get the message out to students.

- **Booklet App and booking space.**

PLD confirmed students are still expected to use the Booklet app to book space within the labs, as we still need to make sure numbers of students in the rooms/offices are limited.

Zia agrees to keep using Booklet as it's useful way to manage the number however numbers show we are only at 24% capacity.

Michael notes that lectures and tutorials are still at 30% capacity and that many students prefer to attend lectures online.

PLD says he understands some students are still not comfortable coming onto campus, however the expectation is that they should be able to have face-to face meetings with supervisors if they wish to.

Zia asks the meeting is everyone happy with the rooms, he is working on the temperature issues.

The meeting agrees nothing else needs to be raised. Zia leaves the meeting.

- **GTA feedback system**

PLD raised the final issue from last meeting of GTA feedback. He asked Muhammad to ask his connection in BioEng for information on what they do to award GTA or provide feedback from students. Lina asks Mohammed for a name of someone as she had no response from the generic mailbox. Muhammed gave the name of Basem Iskandarani.

ACTION 03/02/2022- Muhammad and Lina – will try get in touch with the contact in BioEng to ask what they do for GTA feedback.

3) AOB

Muhammed asks where they can get stationary.

Lina says they can ask their SRGA to order it or check if they already have it.

Sohyeon says that all is going well in AML, the only nervousness is they are still waiting for the project supervisor selection.

PLD confirms Tom Clarke is still selecting but announcements are imminent, latest by the end of the week.

Lina wanted to confirm all students know exams are now on campus. The Reps confirmed they are aware.

Joseph added all is good from CSP.

PLD asked for AOB, there was none so concluded the meeting.

Action Tracker

| Action items | Person responsible |
|---|--------------------|
| Michael to speak to his CSP group to ask if they prefer PCs or Laptops for lab work. | Michael |
| Zia to speak to Alice to confirm changing building opening hours and then to get the message out to students. | Zia |
| Get in touch with the contact in BioEng to ask what they do for GTA feedback. | Lina and Muhammad |
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