Edinburgh Network Technologies Ltd. and University of Stirling

Prog. No. 4132 – Local Management Committee Meeting (LMC 1)

The above meeting took place from 15.00 to 17.00 on 7th April 2003 at edNet, Leith.

Attendees:

Mr. C. Cameron (Associate)
Mrs. A. Keane (Observer)
Dr. A. Kurt-Elli (Chair)
Mr. M. Kurt-Elli (Industrial Supervisor)
Prof. E. H. Magill (Lead Academic)
Mr. A. J. Mitchell (TCS Consultant)
Prof. K. J. Turner (Second Academic, Secretary)

MINUTES

1. Welcome and Apologies

Dr. Kurt-Elli welcomed everyone to the meeting, including the new Associate Mr. Cameron.

2. Minutes of Previous Meeting and Matters Arising (*23/10/02*)

In item 17 of the minutes, TCSD should be TCD.

It was noted that all actions from the previous meeting had been completed. Of note among the actions were:

- An IPR agreement has been signed by edNET and Stirling.
- Induction of the Associate has taken place at edNET and Stirling.
- Appraisal will routinely occur in edNet at the three-month point. However there is a particular TCS expectation of an appraisal at the six-month point, by which time Modules 1 and 2 should have been completed. Stirling should be involved in some of the edNET appraisals.

Action Prof. Magill

- A PDP (Personal Development Plan) should be reviewed by the industrial and academic supervisors.

Action Mr. Kurt-Elli , Prof. Magill

- A mini-project has partly taken place already (a high-level edNET overview). Mr. A. J. Mitchell suggested that a product and service review would be a useful part of this mini-project.

Action Mr. Cameron

3. Chairman's Report

Dr. Kurt-Elli reported a good start to the project. Substantial material has already been delivered by Mr. Cameron. EdNET is significantly contributing to the development of Vocal (developed and maintained by

Vovida/Cisco).The open-source nature of Vocal means a much larger developer base. Prof. Magill confirmed that Stirling was happy with the open-source basis of the work. The Internet World event at the beginning of June will be used to demonstrate a stable softswitch capability.

4. Associate's Presentation (provided separately)

The written report was briefly presented. The project entry point has been round Objective 2, though it has been necessary to revisit Objective 1 to address some issues of architecture and stability. There is a need to harmonise edNET development work with the Vocal community work. There is potential risk that these two will not converge. A Gantt chart and detailed project plan will follow in a few weeks. This should be submitted to the LMC for approval, since in general the LMC must approve any changes in the programme.

Action Mr. Cameron, LMC Members

Mr. Cameron confirmed that on-the-job training and available material are proving sufficient. He is booked on Modules 1 and 2, but will try to change the latter to avoid a clash with the Internet World event.

Action Mr. Cameron

NVQ Level 4 should run in the background. Mr. Mitchell will be the assessor for this. It will require an occasional one-page 'witness testimony' that good management practices are being followed. Roughly two NVQ units should be covered in the interval between each LMC, though this might be just one unit initially.

5. Company Supervisor's Report (provided separately)

The written report was briefly presented. Regular meetings are taking place with the Associate and the University, and everything is going well. The main points noted were:

- the Associate's induction process for technical and health/safety issues is now completed
- the Associate has had an initial period of training to get up to speed
- the Associate has dovetailed into the project smoothly
- the Associate's productivity is already visible.

6. Academic Supervisor's Report (provided separately)

Prof. Magill attend the TCS Supervisor's course in November 2002.

Mr. Cameron has visited Stirling to discuss ideas for a part-time MSc by research. Feature or protocol analysis are possible topics. Registration soon is desirable in order to align the MSc period and the project period. Mr. Cameron should report on this at the next LMC.

Action Mr. Cameron

Mr. Mitchell suggested that the University take the opportunities for synergy arising from the project. Topics that were discussed included student projects, seminars for the University and for edNET, and participation by edNET in the Department's Industrial Advisory Board.

Action Mr. Kurt-Elli, Prof. Magill, Prof. Turner

7. Financial Statement (provided separately)

The written report was briefly presented. Mr. Mitchell noted that the Associate's salary should be checked against the budget, and that expenditure should be projected forward. Any excess in salary expenditure must be made good by edNET. Academic and Secretarial Support must also be pro-rated and projected forward.

Action Prof. E. H. Magill

It was noted that the financial statement should provide an overall statement about the project, even if funding is separately being provided by edNET to Stirling. Since Stirling hold the budget, it would be easier if Mr. Cameron claimed travel expenditure directly from Stirling. Some items can be allocated against different heads (e.g. travel to training courses, or buying textbooks). For TCS modules, only travel costs need be paid by the project.

The second page of the financial report is not fixed, and can be used as mutually convenient to edNET and Stirling.

8. Consultant's Report on TCS Opportunities

Mr. Mitchell noted that an 'Art of Leadership' event would be run by TTI at Heriot-Watt on 16th and 17th September 2003. Mr. Mitchell requested that Mr. Cameron attend a half-day Associate workshop in the first year, and present at such a workshop in the second year. Examples of such workshops are the ones planned on 15th May and 11th November in Aberdeen this year.

9. AOCB

Mr. Mitchell suggested modifying the Facilitator Report form as a useful checklist of activities.

10. Date of Next Meeting

11th August 2003, 15.00–17.00, edNET.

11. Reserved Business

As per normal practice, Mr. Cameron left the room at this point. It was noted that the industrial and academic supervisors were very happy with his performance and the current state of the project.