



## Edinburgh Network Technologies Ltd. and University of Stirling

### Prog. No. 4132 – Local Management Committee Meeting (LMC 02)

The above meeting took place at 3pm on Monday 11th August 2003 at edNet, Leith.

#### Attendees:

Mr. M. Kurt-Elli (Chair)  
Mr. A. J. Mitchell (TCS Consultant)  
Prof. E.H. Magill (Acting Secretary)  
Mr. C. Cameron (Associate)

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### MINUTES

#### 1. Welcome and Apologies

The meeting had apologies from Dr. A. Kurt-Elli, and so the meeting was chaired by Mr M. Kurt-Elli. Apologies were also received from Prof. K. J. Turner, and so Prof. E.H. Magill acted as secretary.

#### 2. Minutes of Previous Meeting and matters Arising (7<sup>th</sup> April 2003)

The minutes of the previous minutes were approved. However the following actions in Item 2 were still outstanding:

- Stirling should be involved in the Associate's 6-month appraisal.  
**Action** Mr M. Kurt-Elli & Prof. E.H. Magill
- A PDP should be reviewed by the industrial and academic supervisors.  
**Action** Mr M. Kurt-Elli & Prof. E.H. Magill

#### 3. Chairman's report

Phase 1 is now nearly complete, with the exception of a few points that are not affecting progress in phase 2. It is expected that these points will be tidied up soon.

The chairman was pleased to report that they believed they were a year to 18 months ahead of their competition.

Mr. M. Kurt-Elli also reported on the *Internet World* exhibition. In addition to being a valuable platform to launch the *nPlusOne* product, the associate was exposed to a range of broader skills including marketing.

It was predicted that the service would go "live" next month.

#### 4. Associate's Presentation (provided separately)

The associate presented the information in the separate report. There was some discussion of phase 2, which will add extra features such as Voice Mail. There will also be improved support and training for re-sale organisations. The MPhil was discussed, as was the associate's NVQ, and his attendance at TCS modules 1 and 2. The associate highlighted the need to develop the PDP (see earlier for action).

There was a discussion on skill requirements. Mr Cameron identified a need for JTAPI, Unix, networking, and routing. The associate also highlighted a weakness in professional skills. To help

develop his professional skills he is now expected to run the project's weekly meetings and generate the minutes.

**Action** Mr. C. Cameron

#### **5. Company Supervisor's Report (provided separately)**

Mr. M. Kurt-Elli described progress to date. Looking forward, future phases were described, and he promised to quantify expenditure on gateways and IP phones for the next meeting.

**Action** Mr. M. Kurt-Elli

#### **6. Academic Supervisor's Report (provided separately)**

Professor Magill described progress and discussed future plans. In addition to the written report, Professor Magill invited Mr. M. Kurt-Elli to attend the Computing Science Industrial Advisory Board (IAB) held at the university. The board seeks to improve a liaison between the department and local industry.

Prof. Magill also discussed the possibility of a final-year project student carrying out their project "at EdNet". This was still at early stages.

Outstanding items include associate's pay and equipment for the associate to study towards a MPhil. Prof. Magill will also ensure that EdNet have the opportunity to present the project at the university.

It was also noted that the reference in the written report to **PhD**, should of course be **MPhil**.

**Action** Prof. E. H. Magill

#### **7. Financial Statement (provided separately)**

The written report was presented. Mr. Mitchell asked for the projected totals to reflect the true costs rather than the spend projected in the original submission. He also asked that the university claim the "Academic and Secretarial support" gradually throughout the life of the project and not towards the end. Further he urged the university to claim the £500 towards fees if they were minded to do so.

Some time was spent regarding the increase in associate's pay, in particular for the extra cost to be reflected in a new item **8a**. This would be beneath the present item **8**. The meeting noted that "Effort in associate months" should be 4 in column **D**, and 24 in column **G**.

#### **8. Consultant's Report on TCS opportunities**

The consultant noted that TCS was no longer the correct "name", and that KTP was its replacement.

Mr. Mitchell was keen that the associate register for the "Art of Leadership - 2003" course, to be held on the 16<sup>th</sup> and 17<sup>th</sup> September.

Mr. Cameron was urged to start making progress on his NVQ.

Mr. Cameron was also urged to attend a half-day workshop on 1<sup>st</sup> October.

And finally, the associate was told of the "Associate Network" to be held in Aberdeen on 11<sup>th</sup> November 2003.

**Action** Mr C. Cameron

#### **9. AOCB**

There were no items to discuss.

#### **10. Date of Next Meeting**

17<sup>th</sup> November 2003, 15:00-17:00, edNet.

#### **11. Reserve Business**

There were on items to discuss.