

## Edinburgh Network Technologies Ltd. and University of Stirling

### Prog. No. 4132 – Local Management Committee Meeting (LMC 03)

The above meeting took place at 3pm on Monday 17th November 2003 at edNet, Leith.

#### Attendees:

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

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### MINUTES

#### 1. Welcome and Apologies

The meeting had apologies from Prof. K. J. Turner, and so Prof. E.H. Magill acted as secretary.

#### 2. Minutes of Previous Meeting and matters Arising (11<sup>th</sup> August 2003)

The minutes of the previous minutes were approved. All outstanding items were discussed within the items of the meeting.

#### 3. Chairman's report

Phase 1 is now almost complete. Phase 2 is making good progress, with the exception of the "Que-service". Two weeks were lost with operational issues, but this has now been lowered to one week.

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

The associate presented the information in the separate report. This highlights the progress since the last meeting. Much of phase 2 has been rolled out to customers giving them a broad range of call features.

The associate looked forward to work on the media server for voice mail. There was also discussion of further features to provide a competitive advantage. For phase 3 Mr Cameron identified a need for training in JTAPI, Unix, networking, and routing.

Mr Cameron has completed module 2 and has been exercising these skills by running the weekly team meetings. He has booked Module 3 for March 2004 to improve his financial skills. He has also attended the Art of Leadership course. The PDP is still outstanding, as some refinement is required, and work on the NVQ continues. Mr Cameron is considering Software Engineering courses to aid his professional development.

**Action** Mr. C. Cameron

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

The supervisor presented the information in the separate report. Mr. M. Kurt-Elli described progress on phase 2, and looking forward highlighted issues with phase 3.

He expressed a satisfaction with both the 6-month review of the associate (in combination with the academic supervisor), and the development of the associate's business skills.

On expenditure issues, he promised to refine the presented expenditure on gateways and IP phones for the next meeting.

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

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

The supervisor presented the information in the separate report. Professor Magill described progress and discussed future plans. Progress has been good, but Stirling is still to get a local version of VOCAL running. There was some discussion of the financial implications of this.

Stirling is also hoping to have EdNet to present to staff and students at the university.

All of the reported activities endeavour to improve the engagement between the university and EdNet.

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

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

The written report was presented. At the previous meeting changes had been requested and these had been implemented, however it was felt that some further refinement was required. These changes will be implemented in the next statement.

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

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

Mr. Mitchell highlighted a number of "upcoming" events:

- 11<sup>th</sup> May 2004. *Networking Seminar*. This will be attended by a number of companies in the same technology sector.
- 1<sup>st</sup> July 2004 *Exploiting Change*. This meeting addresses how digital technology affects business. Items to discuss will include benchmarking.
- 26<sup>th</sup> January 2005. *Associate's Talk*. This will be held in Edinburgh, and Colin may give this talk.

Mr. Mitchell also pointed out that *International Secondments* were available to fund SME staff to travel abroad. Its makes a contribution of about 50%. This can be for a period of some weeks, up to 6 months.

**Action** Mr C. Cameron

#### **9. AOCB**

There were no items to discuss.

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

Monday 29th March 2004, 15:00-17:00, edNet.

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

There were on items to discuss.