



**TCS Programme No 4126, UCL/Intelligent Space Partnership
Minutes of LMC0 held at ISP on 12th November 2002**

Present:

**Jake Desyllas - ISP
Elspeth Duxbury – ISP
Roy Smither – tti Ltd**

**Muki Haklay – UCL
Mike Batty – UCL
Duncan Bull - UCL**

1. Apologies for absence

None

2. Re-affirmation of Programme Aims.

The Programme aims are as set out in the proposal.

3. Confirmation of details of the project work plans.

It was agreed that the work plan would have to be modified to accommodate the experience (or lack of) the Associate recruited. The plan would be clearer at LMC1 stage. It was agreed that the plan would be revised as necessary and reviewed at LMC1. Microsoft Project would be the preferred software for project planning.

4. Project Supervisors

The Industrial Supervisor would be Jake Desyllas.
The Academic Supervisor would be Muki Haklay.

5. Composition of the LMC.

A quorum will comprise a member from the university, a member from the company, the TCS Consultant, the Associate and a scribe.
The Chairperson will be Elspeth Duxbury.

6. Programme Facilitator.

Jake Desyllas.

7. Target Outcomes.

As specified in the TCS Proposal.

8. Recruitment.

Advertisements have been placed in the Guardian and three web sites. About 70 applications have been received so far.
A preliminary screen by MH has indicated that about 30% are unsuitable. 44 have been invited to submit full applications, of which about 11 have been received so far.
The closing date has been revised to accommodate the late insertion of the advert in the Guardian.

The aim is to start the Programme in January.

The subject of a bonus, payable on completion of the Programme was discussed to try to avoid premature loss of the Associate. A suitable higher degree would be an M.Phil.

9. Mini-project.

There are plenty of topics available for the mini-project. The subject will be tailored to the Associate appointed.

10. Confidentiality and IPR.

UCL's contract of employment does not explicitly cover confidentiality.

Therefore it was felt wise that a non-disclosure agreement will be arranged between the Associate and the company. **Action: JD to draw up NDA**

11. Financial Control.

A Financial Statement pro-forma would be supplied to the Academic Supervisor.

Action: DB to send pro-forma to MH

It was agreed to spend up to £2,000 on a PC or lap-top and software for the Associate.

12. Project Management Arrangements.

There will be technical meetings on a fortnightly basis, organized by the Associate.

The Associate will also draw up agendas and arrange monthly Project meetings involving the Associate, Supervisors and anyone else relevant to the subject matter of the meeting.

He/she will also be responsible for the benefits log.

The date for LMC1 will be arranged following the appointment of the Associate.

13. Future LMC-s.

These will mostly be held at ISP offices.

14. Any other business.

Mike Batty will be involved in the software change control group and will also attend the monthly Project meetings.

Regarding membership of a Professional Institution, it was thought that Masters Courses at UCL automatically lead to partial Membership of RICS.

Membership of the British Computer Society might also be considered.

It was agreed that performance appraisals would be carried out at 6 and 18 months.

There is a New Partners Workshop in Leeds on 11th February.

15. Date of next Meeting.

To be arranged.

Circulation:

Jake Desyllas – Intelligent Space
Elspeth Duxbury – Intelligent Space

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