**MECD Building User Group**

**27/01/2022**

**ATTENDANCE**

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|  | Attendee |  |
| 1. | Lydia Norman (Chaired) | Faculty Planning Compliance and Special Projects |
| 2. | Nicholas Blades | Faculty Estates |
| 3. | Lee Gouldbourn | House Services |
| 4. | Gary Ingham | Technical Services – Infrastructure and Facilities |
| 5. | Ben Parslew | Department of Mechanical, Aerospace and Civil Engineering |
| 6. | Glenn Cooper | Department of Mechanical, Aerospace and Civil Engineering |
| 7. | Michelle Clayton | IT Services |
| 8. | Stacey Kendall | Student Experience |
| 9. | Gianpaolo Vignali | MECD Academic Lead – Teaching and Learning |

**ACTION SUMMARY**

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| **Feedback** | **Action** | **Owner** |
| HDMI cables are too short for the visualiser in blended theatre 1 | Arrange longer cable to be provided | Lydia Norman with Media Services |
| Need to communicate design principles of blended theatre so staff can understand whether it is suitable for their teaching activity | Discuss possibility of creating a case study with an academic who has taught in the space in SEM1 | Lydia Norman to liaise with Fiona Lynch and Gianpaolo Vignali  |
| Students don’t always close door behind them in blended lecture theatre 1 and this can be disruptive | Investigate and consider options to change student behaviour | Lydia Norman |
| Sometimes it is frustrating turning up to teach and not having the right cable | Consider having adapters available for staff to borrow | Lydia Norman to discuss with Media Services |
| There are whiteboards in certain spaces but not others | Audit spaces and ensure that all spaces that were designed to have a whiteboard have been provided | Lydia Norman to review with Media Services |
| Explainer videos are very useful | Feedback to relevant colleagues to implement within comms planning | Lydia Norman to feedback to Emma Pemberton Eccles |
| Unclear how to operate heating | Ensure this information is included within the induction content | Lydia Norman/ Judy Giblin |
| Unclear how to operate lights | Ensure this information is included within the induction content | Lydia Norman/ Judy Giblin |
| Issues getting static IP set up for Morse Watch Man which is based in the Emergency Control Room | Investigate issue and try to resolve | Michelle Clayton/ Gary Ingham  |
| Issues getting Engineering Building A and B set up as a destination on IT systems which has knock on effect for logging tickets with IT, Estates and Security | Request update on progress and try to resolve | Michelle Clayton |
| Royce have wet and dry cleaners to quickly clean up spillages and regularly keep on top of upholstery, this would be helpful for MECD | Investigate feasibility of purchasing wet and dry cleaners for MECD | Lee Gouldbourn |