**MECD BUILDING USER GROUP MEETING**

**22/02/22**

**ATTENDANCE**

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|  | Attendee |  |
| 1. | Lydia Norman (Chaired) | Faculty Planning Compliance and Special Projects |
| 2. | Lee Gouldbourn | House Services |
| 3. | Gary Ingham | Technical Services – Infrastructure and Facilities |
| 4. | Paul Mark Jones | Equality Diversity And Inclusion Partner |
| 5. | Arthur Garforth | Department of Chemical Engineering & Analytical Science |
| 6. | Sonia Devi | Student Hub Manager- Service Delivery Officer |
| 7. | Glen Cooper | Department of Mechanical, Aerospace & Civil Engineering |
| 8. | Gianpaolo Vignali | MECD Academic Lead – Teaching and Learning |
| 9. | Humna Nashir | Secretary to group |

**ACTION SUMMARY**

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| **Feedback** | **Action** | **Owner** |
| Upholstery in the building is starting to get dirty and require cleaning. | House Services require additional costs to have the upholstery periodically cleaned as its not part of the standard remit. | Lydia to speak with Angela from House Services to obtain costs. |
| Extra tables are required for use during events however, there is not enough stock in MECD so we are having to borrow them form other places. Posterboards are also a popular ask. | Tables and posterboards to be purchased for MECD. Tables will need to be canteen style so that they can be folded and stored away in the cupboard under the stairs. | Humna Nashir to look for tables and posterboards. Lydia Norman to confirm before purchasing. |
| One of the shutters in York Street Building has stopped working which is affecting deliveries. | Obtain timescale for repairs. | Lydia Norman |
| Some academics have created their own how to guides for printing. | An official ‘How to’ guide to be created for MECD Academic use. | Gianpaolo Vignali and Lydia Norman to consider within context of building user guide |
| Barriers for John Turners have stopped working so people are having to contact the house services team to let them in. | Speak to NG Bailey | Lydia Norman |
| HDMI cables are too short for the visualiser in blended theatres | Arrange longer cable to be provided | Humna Nashir has contacted Media Services regarding this |
| HDMI Adapters don’t work for Mac Books | Order an adapter that works for Apple Products to trial – if successful feedback to teaching staff that adapters are required. | Humna Nashir ordered |
| There are whiteboards in some teaching spaces but not others. There is also 1 missing from a lecture theatre and will be replaced. In spaces where whiteboards weren’t designed to be, academics have suggested that they would like whiteboard i.e the Interconnected rooms. | Will replace the whiteboard in the room where it is missing and will check whether it is possible to have whiteboards in the other spaces | Lydia Norman to review with Media Services. |
| Need to communicate design principles of blended theatre so staff can understand whether it is suitable for their teaching activity. Blended theatres don’t facilitate didactic teaching. | 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 |
| 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. – This is still an issue as we are unable to get Eng A & B set up as a destination on IT Systems | Lydia to chase Michelle Clayton and request an update. | Michelle Clayton |
| Explainer videos are very useful | Feedback to relevant colleagues to implement within comms planning | Lydia Norman to feedback to Emma Pemberton Eccles |
| Ventilation noise complaints from desk users at back of the hub | Remove desks to have the staff working in their departments or in Eng B. | Sonia Devi |
| Hub is too noisy due to ventilation system. | Kevin to provide updates on when/how this will be sorted. | Lydia Norman |
| Membership to evolve over the coming months to reflect building usage – students, PS, PGRs, PDRAs to be included in future meetings | Could there be an online way for students to feedback to a rep who can review and then come back with themes for future meetings? | Lydia Norman/ Fiona Lynch |