

MECD BUILDING USER GROUP MEETING

22/02/22

ATTENDANCE

	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

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 from 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, PDRA's 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
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