

YNiC Staff meeting

Agenda

28 August 2018

1. **Matters arising (actions)**
 - a.
2. **Communications**
 - a. **Keys**
3. **Building Matters**
 - a. **Fire Policy**
 - b. **Air con - server room - Climatix**
 - c. **Siemens chillers and GE chillers**
4. **Clinical [JM]**
 - a. **Staffing - spreadsheet of availability review. AG & ABM to check staffing from 28th August and 3rd September.**
 - b. **CQC related activity - help will be requested AG/ABM. All to note training up to date; data protection, equality & diversity, safeguarding and fire safety. Local emergency procedure - evacuations training (included in level zero). Deadline for submission 31st August.**
 - c. **Chemistry room tidy - Siemens. To be done by next week (28th)**
 - d. **Do we run a clinic in September - 3rd and 24th, not 10th & 17th.**
5. **IT [JL]**
 - a. **Summer closure 11th - 24th of September**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services - candidates for updates & patches to be shared**
 - iii. **Floor ports repatched to our server room - 17th - 19th**
1. **Project cost £ 3,852.00**

- iv. Chemistry room tidy - GE
- v. Drop windows
- b. Backups - proceeding as normal
- 1. Equipment [AG]
 - a. Siemens - service contract for Chillers / compound
 - b. QA measures - to train BL and MS.
 - c. TMS service - select items to return
- 2. User support [DC]
 - a. Tickets review [BL/MS]
- 3. Training [AG JH]
 - a. Use of metal detectors - schedule meeting - decide on time to implement (remove hardware ahead of that)
 - b. Review level 0 and level 0+1 interactions. Level 0 may need more continuous assessment and monitoring. Email operators of update to policy - consider working.
 - c. Outstanding level 0/1 training - started. LB trained level zero. BL & DK are undergoing level one (console training done)
- 4. PI projects
 - a. Christina van der Feltz-Cornelis - proposal MRC pump priming
 - b. Barry Wright grant (hear soon expect)
 - c. Internal project - Optimising display implementation for visual neuroscience
- 5. Orders
 - a. Consumables - toner ordered
 - b. Capital
- 6. AOB
 - a. Staffing
 - i. Research cover - interview 6/9/18
 - ii. Other jobs - ABM to meet Nicole

- iii. **Checking operator cover slots with current resources.**

YNiC Staff meeting

Minutes

21 August 2018

1. **Matters arising (actions)**
 - a. **TMS - RL and AG to bottom out**
2. **Communications**
 - a. **GE scanner back up and running**
 - b. **YNiC Science Day - (ECR should contact JS to give a talk - short presentations) - timetable to follow**
 - c. **Keys - ABM to send message**
 - d. **Remind users of closure**
3. **Building Matters**
 - a. **Fire Policy**
 - b. **Air con - server room - Climatix (in hand - quote coming)**
 - c. **Schedule PM for Siemens chillers (and GE chillers)**
4. **Clinical [JM]**
 - a. **Staffing - spreadsheet of availability review. AG & ABM to check staffing fro 28th August and 3rd September**
 - b. **CQC related activity - help will be requested AG/ABM. All to note training up to date; data protection, equality & diversity, safeguarding and fire safety. Local emergency procedure - evacuations training (included in level zero). Deadline for submission 31st August.**
 - c. **Chemistry room tidy - Siemens. To be done by next week (28th)**
 - d. **Do we run a clinic in September? - provisionally 3rd and 24th.**
5. **IT [JL]**
 - a. **Summer closure 11th - 24th of September**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**

- ii. Patching IT services - candidates for updates & patches to be shared
- iii. Floor ports repatched to our server room - 17th - 19th
 - 1. Project cost £ 3,852.00
- iv. Chemistry room tidy - GE
- v. Drop windows
- b. Backups - proceeding as normal
- 1. Equipment [AG]
 - a. Siemens - service contract for Chillers / compound (yes we have one)
 - b. GE back up - share with users
 - c. QA measures - to train BL and MS.
 - d. TMS service - select items to return
- 2. User support [DC]
 - a. Tickets review [BL/MS]
- 3. Training [AG JH]
 - a. Use of metal detectors - schedule meeting - decide on time to implement (remove hardware ahead of that)
 - b. Review level 0 and level 0+1 interactions. Level 0 may need more continuous assessment and monitoring. Email operators of update to policy - consider working.
 - c. Outstanding level 0/1 training - started. LB trained level zero. BL & DK are undergoing level one (console training done)
- 4. PI projects
 - a. Christina van der Feltz-Cornelis - proposal MRC pump priming
 - b. Barry Wright grant (hear soon expect)
 - c. Internal project - Optimising display implementation for visual neuroscience
- 5. Orders
 - a. Consumables - toner ordered

- b. **Capital**
- 6. **AOB**
 - a. **Staffing**
 - i. **Research cover - interview 6/9/18**
 - ii. **Other jobs - ABM to meet Nicole**
 - iii. **Checking operator cover slots with current re-sources.**

YNiC Staff meeting

Agenda

21 August 2018

1. **Matters arising (actions)**
 - a.
2. **Communications**
 - a. **GE scanner back up and running**
 - b. **YNiC Science Day - (ECR should contact JS to give a talk - short presentations) - timetable to follow**
 - c. **Keys**
 - d. **Remind users of closure**
3. **Building Matters**
 - a. **Fire Policy**
 - b. **Air con - server room - Climatix**
4. **Clinical [JM]**
 - a. **Staffing - spreadsheet of availability review.**
 - b. **CQC related activity - help will be requested AG/ABM**
 - c. **Chemistry room tidy - Siemens**
 - d. **Do we run a clinic in September?**
5. **IT [JL]**
 - a. **Summer closure 11th - 24th of September**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - 17th - 19th**
 1. **Project cost £ 3,852.00**
 - iv. **Chemistry room tidy - GE**
 - v. **Drop windows**
 - b. **Backups**

1. **Equipment [AG]**
 - a. Siemens - service contract for Chillers / compound?
 - b. GE back up - share with users
 - c. QA measures - to train BL and MS.
 - d. TMS service - select items to return
2. **User support [DC]**
 - a. Tickets review [BL/MS]
3. **Training [AG JH]**
 - a. Use of metal detectors - schedule meeting
 - b. Review level 0 and level 0+1 interactions. Level 0 may need more continuous assessment and monitoring. Email operators of update to policy.
 - c. Outstanding level 0/1 training - started.
4. **PI projects**
5. **Orders**
 - a. Consumables
 - b. Capital
6. **AOB**
 - a. Staffing
 - i. Research cover
 - ii. Other jobs
 - iii. Checking operator cover slots with current resources.

YNiC Staff meeting

Minutes

14 August 2018

1. **Matters arising (actions)**
 - a. **Do we run a clinic in September?**
 - b. **Air con - server room - CLimatix attending**
2. **Communications**
 - a. **GE scanner back up and running**
 - b. **YNiC Science Day - (ECR should contact JS to give a talk - short presentations) - timetable to follow**
 - c. **Keys**
 - d. **Remind users of closure**
3. **Building Matters**
 - a. **Fire Policy**
4. **Clinical [JM]**
 - a. **Staffing - spreadsheet of availability review.**
 - b. **CQC related activity - help may be requested AG/ABM**
 - c. **Chemistry room tidy - Siemens**
5. **IT [JL]**
 - a. **Summer closure 11th - 24th of September**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - 17th - 19th**
 1. **Project cost £ 3,852.00**
 - iv. **Chemistry room tidy - GE**
 - v. **Drop windows**
 - b. **Backups**
 1. **Equipment [AG]**

- a. Siemens - service contract for Chillers / compound?
 - b. GE back up - share with users
 - c. QA measures - to train BL and MS.
 - d. TMS service - select items to return
- 2. User support [DC]
 - a. Tickets review [BL/MS]
- 3. Training [AG JH]
 - a. Use of metal detectors - schedule meeting
 - b. Review level 0 and level 0+1 interactions. Level 0 may need more continuous assessment and monitoring. Email operators of update to policy.
 - c. Outstanding level 0/1 training - started.
- 4. PI projects
- 5. Orders
 - a. Consumables
 - b. Capital
- 6. AOB
 - a. Staffing
 - i. Research cover
 - ii. Other jobs
 - iii. Checking operator cover slots with current resources.

YNiC Staff meeting

Agenda

14 August 2018

1. **Matters arising (actions)**
 - a.
2. **Communications**
 - a. **Remind users of closure**
 - b. **Kennerly Project presentation**
 - c. **Keys**
 - d. **GE scanner ?.**
3. **Building Matters**
 - a. **Fire warden - No we know the FE type (and size) can update policy**
4. **Clinical [JH JM]**
 - a. **Staffing - spreadsheet of availability review.**
5. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quote obtained**
 1. **Project cost £ 3,852.00**
 - iv. **Chemistry room tidy**
 - v. **Drop windows**
 - b. **Backups**
 - c. **JL - Paternity leave. Commenced 16/7 - should end 13/8**
1. **Equipment [AG]**
 - a. **GE down - report back.**
 - b. **QA measures - to train BL and MS.**

- c. **TMS service**
- 2. **User support [DC]**
 - a. **Tickets review [BL/MS]**
- 3. **Training [AG JH]**
 - a. **Use of metal detectors - schedule meeting**
 - b. **Review level 0 and level 0+1 interactions. LLevel 0 may need more continuous assessment and monitoring. Email operators of update to policy.**
 - c. **Outstanding level 0/1 training.**
- 4. **PI projects**
- 5. **Orders**
 - a. **Consumables**
 - b. **Capital**
- 6. **AOB**
 - a. **Staffing**
 - i. **Research cover**
 - ii. **Other jobs**
 - iii. **Checking operator cover slots with current resources.**

YNiC Staff meeting

Minutes

31 July 2018

1. **Matters arising (actions)**
 - a.
2. **Communications**
 - a. **Remind users of closure**
 - b. **Keys**
 - c. **GE scanner down.**
3. **Building Matters**
 - a. **Fire warden - No we know the FE type (and size) can update policy**
 - b. **Keys - Ask security to come over for keys**
4. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Staffing - spreadsheet of availability constructed.**
5. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quote obtained**
 1. **Project cost £ 3,852.00**
 - iv. **Chemistry room tidy**
 - v. **Drop windows**
 - b. **Backups**
 - c. **JL - Paternity leave. Commenced 16/7 - should end 13/8**
1. **Equipment [AG]**
 - a. **GE down - report back.**

- b. **QA measures - to train BL and MS.**
 - c. **TMS service**
- 2. **User support [DC]**
 - a. **Tickets review [BL/MS]**
- 3. **Training [AG JH]**
 - a. **Use of metal detectors - schedule meeting**
 - b. **Review level 0 and level 0+1 interactions. LLevel 0 may need more continuous assessment and monitoring. Email operators of update to policy.**
- 4. **PI projects**
 - a. **Spectro development training initially charged to MRC grant**
- 5. **Orders**
 - a. **Consumables**
 - i. **New LCD panel for response box en route**
 - ii. **Stool/step for both MRI scanners**
 - b. **Capital**
- 6. **AOB**
 - a. **Staffing**
 - i. **Research cover**
 - ii. **Other jobs**

YNiC Staff meeting

Agenda

31 July 2018

1. **Matters arising (actions)**
 - a.
2. **Communications**
 - a. **Remind users of closure**
 - b. **Keys**
 - c. **GE scanner down.**
3. **Building Matters**
 - a. **Fire warden - No we know the FE type (and size) can update policy**
 - b. **Keys - Ask security to come over for keys**
4. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Staffing - spreadsheet of availability constructed.**
5. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quote obtained**
 1. **Project cost £ 3,852.00**
 - iv. **Chemistry room tidy**
 - v. **Drop windows**
 - b. **Backups**
 - c. **JL - Paternity leave. Commenced 16/7 - should end 13/8**
1. **Equipment [AG]**
 - a. **GE down - report back.**

- b. **QA measures - to train BL and MS.**
 - c. **TMS service**
- 2. **User support [DC]**
 - a. **Tickets review [BL/MS]**
- 3. **Training [AG JH]**
 - a. **Use of metal detectors - schedule meeting**
 - b. **Review level 0 and level 0+1 interactions. LLevel 0 may need more continuous assessment and monitoring. Email operators of update to policy.**
- 4. **PI projects**
 - a. **Spectro development training initially charged to MRC grant**
- 5. **Orders**
 - a. **Consumables**
 - i. **New LCD panel for response box en route**
 - ii. **Stool/step for both MRI scanners**
 - b. **Capital**
- 6. **AOB**
 - a. **Staffing**
 - i. **Research cover**
 - ii. **Other jobs**

YNiC Staff meeting

Minutes

24 July 2018

1. **Matters arising (actions)**
 - a. **Keys - ABM lock up procedure**
 - b. **Drains - JM made contact on planon. Estates visited with plumber's friend. Replace seal.**
 - c. **No issues with TMC this week**
2. **Communications**
 - a. **Remind users of closure & Keys GE scanner down.**
3. **Building Matters**
 - a. **Fire extinguishers - Installed!**
 - b. **Fire warden - No we know the FE type (and size) can update policy**
 - c. **Keys - Ask security to come over for keys**
 - d. **Drain - Air-fresheners in socket. Get estates to check the seal. DONE**
4. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Send apology to patient for delay**
 - c. **Followup on processes to check all went well**
 - d. **Staffing - spreadsheet of availability constructed.**
5. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quote obtained**
 1. **Project cost £ 3,852.00**
 - iv. **Chemistry room tidy**
 - v. **Drop windows**

- b. Backups - AG doing these with help from BL and MS
 - i. Backup server failing - JL has fixed with patch
- c. JL - Paternity leave. Commenced 16/7 - should end 13/8
- 1. Equipment [AG]
 - a. Sequence updates - MRS - CSI from Uzay for 3T Prisma. Works as far as we know
 - b. GE down - Climatix will get quote.
 - c. QA measures - to train BL and MS.
 - d. TMS service - to be sent
- 2. User support [DC]
 - a. Tickets review [BL/MS]
 - i. Fine under control
- 3. Training [AG JH]
 - a. Use of metal detectors - schedule meeting
 - b. Review level 0 and level 0+1 interactions. LLevel 0 may need more continuous assessment and monitoring. Email operators of update to policy.
- 4. PI projects
 - a. Spectro development training initially charged to MRC grant
 - b. Anuerin swallowing project
- 5. Orders
 - a. Consumables
 - i. New LCD panel for response box en route
 - ii. Stool/step for both MRI scanners
 - b. Capital
- 6. AOB
 - a. ABM get in touch with security re their response to alarms
 - b. Cleaning induction - record keeping

YNiC Staff meeting

Agenda

24 July 2018

1. **Matters arising (actions)**
 - a. **Keys - ABM lock up procedure**
 - b. **Drains - JM made contact on planon**
2. **Communications**
 - a.
3. **Building Matters**
 - a. **Fire extinguishers - JM: Size of FE settled on. Arrival awaited.**
 - b. **Fire warden - No we know the FE type (and size) can update policy**
 - c. **Keys - Ask security to come over for keys**
 - d. **Drain - Air-fresheners in socket. Get estates to check the seal.**
4. **Clinical [JH JM]**
 - a. **Session Review**
5. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quote obtained**
 1. **Project cost £ 3,852.00**
 - iv. **Chemistry room tidy**
 - v. **Drop windows**
 - b. **Backups - AG doing these with help from BL and MS**
 - i. **Backup server failing - JL has fixed with patch**
 - c. **JL - Paternity leave.**
1. **Equipment [AG]**

- a. Sequence updates - MRS - CSI from Uzay for 3T Prisma
 - b. QA measures - to train BL and MS.
 - c. TMS service - to be sent
- 2. User support [DC]
 - a. Tickets review [BL/MS]
- 3. Training [AG JH]
 - a. Use of metal detectors - schedule meeting
 - b. Review level 0 and level 0+1 interactions.
- 4. PI projects
 - a. Chance to develop multiband sequences with other sites
 - b. Spectro development training initially charged to chemistry grant
- 5. Orders
 - a. Consumables
 - i. New LCD panel for response box en route
 - ii. Raised PO for HPE service contract- Done
 - iii. He dipstick - done
 - iv. Stool/step for both MRI scanners
 - b. Capital
- 6. AOB
 - a. MRI corridor Interview room chairs - Message to users and staff not to remove chairs from interview room

YNiC Staff meeting

Minutes

03 July 2018

1. **Matters arising (actions)**
 - a. **Keys - ABM lock up procedure**
2. **Communications**
 - a. **David Pitcher project presentation**
 - b. **New staff**
 - c. **Message to users and staff not to remove chairs from interview room**
3. **Building Matters**
 - a. **Fire extinguishers - JM: Size of FE settled on. Arrival awaited.**
 - b. **Fire warden - No we know the FE type (and size) can update policy**
 - c. **Keys - Ask security to come over for keys**
 - d. **Drain - Air-fresheners in socket. Get estates to check the seal.**
 - e. **Siemens door**
4. **Clinical [JH JM]**
 - a. **Session Review**
5. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quote obtained**
 1. **Project cost £ 3,852.00**
 - iv. **Chemistry room tidy**
 - v. **Drop windows**
 - b. **Backups - AG trained**

- i. Backup server failing - JL has fixed with patch
 - ii. JL leaving in a bit - Paternity leave. Can check in remotely.
- 1. Equipment [AG]
 - a. Sequence updates - MRS had update from Holly Bridge we need CSI from Uzay for 3T Prisma
 - b. QA measures - arrange meeting - done.
 - c. TMS service - to be sent
- 2. User support [DC]
 - a. Tickets review [AG/DC]
- 3. Training [AG JH]
 - a. Use of metal detectors - schedule meeting
 - b. Review level 0 and level 0+1 interactions.
- 4. PI projects
 - a. Chance to develop multiband sequences with other sites
 - b. Spectro development training initially charged to chemistry grant
- 5. Orders
 - a. Consumables
 - i. New LCD panel for response box en route
 - ii. Raised PO for HPE service contract- Done
 - iii. He dipstick - done
 - iv. Stool/step for both MRI scanners
 - b. Capital
- 6. AOB
 - a. MRI corridor Interview room chairs - Message to users and staff not to remove chairs from interview room

YNiC Staff meeting

Agenda

03 July 2018

1. **Matters arising (actions)**
 - a. **Keys - ABM lock up procedure**
2. **Communications**
 - a. **David Pitcher project presentation**
 - b. **New staff**
 - c. **Message to users and staff not to remove chairs from interview room**
3. **Building Matters**
 - a. **Fire extinguishers - JM: Size of FE settled on. Arrival awaited.**
 - b. **Fire warden - No we know the FE type (and size) can update policy**
 - c. **Keys - Ask security to come over for keys**
 - d. **Drain - Air-fresheners in socket. Get estates to check the seal.**
 - e. **Siemens door**
4. **Clinical [JH JM]**
 - a. **Session Review**
5. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quote obtained**
 1. **Project cost £ 3,852.00**
 - iv. **Chemistry room tidy**
 - v. **Drop windows**
 - b. **Backups - AG trained**

- i. Backup server failing - JL has fixed with patch
 - ii. JL leaving in a bit - Paternity leave. Can check in remotely.
- 1. Equipment [AG]
 - a. Sequence updates - MRS had update from Holly Bridge we need CSI from Uzay for 3T Prisma
 - b. QA measures - arrange meeting - done.
 - c. TMS service - to be sent
- 2. User support [DC]
 - a. Tickets review [AG/DC]
- 3. Training [AG JH]
 - a. Use of metal detectors - schedule meeting
 - b. Review level 0 and level 0+1 interactions.
- 4. PI projects
 - a. Chance to develop multiband sequences with other sites
 - b. Spectro development training initially charged to chemistry grant
- 5. Orders
 - a. Consumables
 - i. New LCD panel for response box en route
 - ii. Raised PO for HPE service contract- Done
 - iii. He dipstick - done
 - iv. Stool/step for both MRI scanners
 - b. Capital
- 6. AOB
 - a. MRI corridor Interview room chairs - Message to users and staff not to remove chairs from interview room

YNiC Staff meeting

Minutes

26 June 2018

1. **Matters arising (actions)**
 - a. **QA measures - to acquire - More recent data acquired on the Siemens - seems to match historical data. Pathway to processing and acquiring started.**
2. **Building Matters**
 - a. **Fire extinguishers - JM: Size of FE settled on. Arrival awaited.**
 - b. **Fire warden - No we know the FE type (and size) can update policy**
 - c. **Keys - Ask security to come over for keys**
 - d. **Drain - Air-fresheners in socket. Check for seal.**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Check prices for mock assessment CQC test - get price**
4. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quotes needed**
 - iv. **Chemistry room tidy**
 - v. **Drop windows - barely used- AUDIO?**
 - b. **Backups - AG trained**
 - i. **Backup server failing - JL has fixed with patch**
 - ii. **JL leaving in a bit - Paternity leave. Can check in remotely.**
1. **Equipment [AG]**

- a. Sequence updates - MRS had update from Holly Bridge we need CSI from Uzay for 3T Prisma
 - b. QA measures - arrange meeting - done.
 - c. TMS service - to be sent
- 2. User support [DC]
 - a. Tickets review [AG/DC]
 - i. 20 tickets
 - ii. CIVIL moved to Siemens - close
 - iii. Misallocation of Project
 - iv. Missing data - functional run found (solved)
 - v. Rich Vernon - (1) mirror can get dirty (2) tissue role empty - where to get it (3) not clear how button box mode works.
- 3. Training [AG JH]
 - a. Use of metal detectors - schedule meeting
 - b. Supervision/Training needs - Spot checks for operators. Minimum number of sessions for level zero. Need practice to limit risk. Console operator not to sit at console with session open to ensure risk to advance to scan injuring people in the scanner room. Review level 0 and level 0+1 interactions.
- 4. PI projects
- 5. Orders
 - a. Consumables
 - i. New LCD panel for response box
 - ii. Air-fresheners in socket
 - iii. Raised PO for HPE service contract
 - iv. He dipstick
 - b. Capital
- 6. AOB
 - a. MRI corridor Interview room chairs - Message to users and staff not to remove chairs from interview room

dYNiC Staff meeting

Minutes

26 June 2018

1. **Matters arising (actions)**
 - a. **QA measures - to acquire**
2. **Building Matters**
 - a. **Fire extinguishers**
 - b. **Fire warden**
 - c. **Keys**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Check prices for mock assessment CQC test - get price**
4. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress [preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quotes needed**
 - iv. **Chemistry room tidy**
 - v. **Drop windows - barely used- AUDIO?**
 - b. **Backups - AG trained**
 - i. **Backup server failing**
 - ii. **JL leaving to a bit**
1. **Equipment [AG]**
 - a. **Sequence updates - MRS**
 - b. **QA measures - arrange meeting**
 - c. **TMS service**
2. **User support [DC]**
 - a. **Tickets review [AG/DC]**

3. **Training [AG JH]**
 - a. **Use of metal detectors - schedule meeting**
 - b. **Supervision needs**
4. **PI projects**
5. **Orders**
 - a. **Consumables**
 - i. **New LCD panel for response box**
 - b. **Capital**
6. **AOB**
 - a. **MRI corridor Interview room chairs**

YNiC Staff meeting

Minutes

19 June 2018

1. **Matters arising (actions)**
 - a. **QA measures - to acquire**
 - b. **Metal detectors - draft version**
 - c. **Coms - duplicate projects, Thursday talk**
2. **Building Matters**
 - a. **Fire extinguishers - fire inspection pending [email requesting which type - go for CO2]**
 - b. **Fire warden - check training docs for reference to fire warden**
 - c. **Distribution of front door keys to all L1 operators - JL has sourced 40 keys. Need to contact Level 1 operators to have keys. Opportunity to retrain about locking up. Do we have keyholder status independent of operator status - database entries. Distribute to known key holders.**
3. **Clinical [JH JM]**
 - a. **Session Review - Busy day (10 patients)**
 - b. **Referrers signatures completed - are they at our finger tips? We now have a record against which any referrals can be checked. Checks will be made for unfamiliar referrers.**
 - c. **Check prices for mock assessment CQC test - get price**
4. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed - In progress (preparation underway]**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quotes needed**
 - iv. **Chemistry room tidy**

- v. **Drop windows - barely used- AUDIO?**
 - b. **Backups - AG trained**
 - i. **Backup server failing - HP been contacted currently backed up to one week ago**
 - 1. **Equipment [AG]**
 - a. **Sequence updates - Alexandra sent update about MRS on Siemens. MRS also possible on GE. AG found guide to MPRESS on Siemens. Most pressing need is Baker's lab. Alex booked scanner for Phos scanning.**
 - b. **QA measures - are being obtained on GE, need to have a protocol from Siemens [JH - numbers into google doc? AG - 3 hours!]**
 - 2. **User support [DC]**
 - a. **Tickets review [AG/DC]**
 - i. **20 tickets last week**
 - ii. **Miao miao ticket done**
 - iii. **Freya alignments - ask Rich Vernon to help**
 - iv. **Rachel P1350 - added Siemens**
 - v. **Duplication of projects**
 - 3. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress Final screening also to include dos and don'ts - Done - circulate to staff**
 - 4. **PI projects**
 - A. **New hire in Health Sciences**
 - 5. **Orders**
 - a. **Consumables**
 - i. **New LCD panel for response box**
 - b. **Capital**
 - 6. **AOB**
- Report back on SIF bid**
- Report back on YNiC Management Board**

YNiC Staff meeting

Agenda

19 June 2018

1. **Matters arising (actions)**
2. **Building Matters**
 - a. **Fire extinguishers - fire inspection pending**
 - b. **Fire warden - check training docs for reference to fire warden**
 - c. **Distribution of front door keys to all L1 operators**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Referrers signatures completed - are they at our finger tips**
 - c. **Check prices for mystery shopper CQC test**
4. **IT [JL]**
 - a. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quotes needed**
 - iv. **Chemistry room tidy**
 - v. **Drop windows - barely used- AUDIO?**
 - b. **Backups**
1. **Equipment [AG]**
 - a. **Sequence updates - Alexandra sent update about MRS on Siemens. MRS also possible on GE. AG found guide to MPRESS on Siemens. Most pressing need is Baker's lab.**
 - b. **QA measures - are being obtained on GE, need to have a protocol from Siemens [JH - numbers into google doc? AG - 3 hours!]**
2. **User support [DC]**
 - a. **Tickets review [AG/DC]**

3. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress Final screening also to include dos and don'ts - Done - circulate to staff**
4. **PI projects**
 - A. **New hire in Health Sciences**
5. **Orders**
 - a. **Consumables**
 - b. **Capital**
6. **AOB**

Report back on SIF bid

Report back on YNiC Management Board

YNiC Staff meeting

Minutes

12 June 2018

1. **Matters arising (actions)**
 - a. **YDI - Signature lists done**
2. **Building Matters**
 - a. **Fire extinguishers - fire inspection pending - JM to check dates - if not in next 2 weeks we should get our own (2 units).**
 - b. **Fire warden - check training docs for reference to fire warden**
 - c. **Distribution of front door keys to all L1 operators - wait until we have enough. Now have petty cash - JL going to town!**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Referrers signatures completed - a few to check; search tools to be included in clinical database.**
 - c. **Check prices for mystery shopper CQC test**
4. **IT [JL]**
 - a. **Project archiving - JL has started locking folders.**
 - b. **Network patching - providers coming in to provide quote.**
 - c. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quotes needed**
 - iv. **Chemistry room tidy**
 - v. **Drop windows - barely used- AUDIO?**
1. **Equipment [AG]**
 - a. **Sequence updates - Alexandra sent update about MRS on Siemens. MRS also possible on GE. AG**

found guide to MPRESS on Siemens. Most pressing need is Baker's lab. Anika is away on LA for 4 weeks...

- b. QA measures - are being obtained on GE, need to have a protocol from Siemens [JH - numbers into google doc? AG - 3 hours!] Report back at subsequent meeting.
- 2. User support [DC]
 - a. Tickets review - Many. Scanner cover - Making calendar. [AG/DC]
- 3. Training [AG JH]
 - a. Use of metal detectors AG in progress Final screening also to include dos and don'ts - Done - circulate to staff
- 4. PI projects
- 5. Orders
 - a. Consumables
 - b. Capital
- 6. AOB

YNiC Staff meeting

Agenda

12 June 2018

1. **Matters arising (actions)**
 - a. **YDI - Signature lists done**
2. **Building Matters**
 - a. **Fire extinguishers - fire inspection pending - JM to check dates - if not in next 2 weeks we should get our own (2 units).**
 - b. **Fire warden - check training docs for reference to fire warden**
 - c. **Distribution of front door keys to all L1 operators - wait until we have enough. Now have petty cash - JL going to town!**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Referrers signatures completed - a few to check; search tools to be included in clinical database.**
 - c. **Check prices for mystery shopper CQC test**
4. **IT [JL]**
 - a. **Project archiving - JL has started locking folders.**
 - b. **Network patching - providers coming in to provide quote.**
 - c. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quotes needed**
 - iv. **Chemistry room tidy**
 - v. **Drop windows - barely used- AUDIO?**
1. **Equipment [AG]**
 - a. **Sequence updates - Alexandra sent update about MRS on Siemens. MRS also possible on GE. AG**

found guide to MPRESS on Siemens. Most pressing need is Baker's lab. Anika is away on LA for 4 weeks...

- b. QA measures - are being obtained on GE, need to have a protocol from Siemens [JH - numbers into google doc? AG - 3 hours!] Report back at subsequent meeting.
- 2. User support [DC]
 - a. Tickets review - Many. Scanner cover - Making calendar. [AG/DC]
- 3. Training [AG JH]
 - a. Use of metal detectors AG in progress Final screening also to include dos and don'ts - Done - circulate to staff
- 4. PI projects
- 5. Orders
 - a. Consumables
 - b. Capital
- 6. AOB

YNiC Staff meeting

Agenda

5 June 2018

1. **Matters arising (actions)**
 - a. **Communication - Weekly Update [ABM] - keys, GDPR (GG did this, double down on new ethic v6 and guidance v4), Mug policy**
 - b. **Keys will be got by JL**
2. **Building Matters**
 - a. **Fire extinguisher - order new ones for MRI JM contact supplier and perhpas arrange service**
 - b. **Fire warden - check training docs for reference to fire warden**
 - c. **Distribution of front door keys to all L1 operators - wait until we have enough**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Referrers records progress report - JH,JL**
 - c. **Quarterly CQC meeting feedback**
 - i. **Investigate necessary display items**
4. **IT [JL]**
 - a. **Project archiving - JL to check access and update permissions as first step: MEG data!**
 - b. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quotes needed**
 - iv. **Chemistry room tidy**
 - v. **Drop windows - barely used**
1. **Equipment [AG]**

- a. Sequence updates - Alexandra sent update about MRS on Siemens. MRS also possible on GE. AG found guide to MPRESS on Siemens. Most pressing need is Baker's lab.
 - b. Multiband? Has been ordered
 - c. First Aid add ons to order this week [AW-JH] Order to be placed this week
 - d. QA measures - are being obtained on GE, need to have a protocol from Siemens [JH - numbers into google doc? AG - 3 hours!] Report back at subsequent meeting.
 - e. Phones - staff phone training (xfer, voicemail) - [JM]
- 2. User support [DC]
 - a. Tickets review - Many. Rich telling us about scan params.
 - b. Scanner cover - Making calendar. [AG/DC]
- 3. Training [AG JH]
 - a. Use of metal detectors AG in progress Final screening also to include dos and don'ts
- 4. PI projects
- 5. Orders
 - a. Consumables - JH First aid
 - b. Capital
- 6. AOB
 - a. Disarming when opening up

YNiC Staff meeting

Agenda

5 June 2018

1. **Matters arising (actions)**
 - a. **Communication - Weekly Update [ABM] - keys, GDPR (GG did this, double down on new ethic v6 and guidance v4), Mug policy**
 - b. **Keys will be got by JL**
2. **Building Matters**
 - a. **Fire extinguisher - order new ones for MRI JM contact supplier and perhaps arrange service**
 - b. **Fire warden - check training docs for reference to fire warden**
 - c. **Distribution of front door keys to all L1 operators - wait until we have enough**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Referrers records progress report - JH,JL**
 - c. **Quarterly CQC meeting feedback**
 - i. **Investigate necessary display items**
4. **IT [JL]**
 - a. **Project archiving - JL to check access and update permissions as first step: MEG data!**
 - b. **Summer closure**
 - i. **Switch upgrade and migration - Biocentre comms room access needed**
 - ii. **Patching IT services**
 - iii. **Floor ports repatched to our server room - quotes needed**
 - iv. **Chemistry room tidy**
 - v. **Drop windows - barely used**
1. **Equipment [AG]**

- a. Sequence updates - Alexandra sent update about MRS on Siemens. MRS also possible on GE. AG found guide to MPRESS on Siemens. Most pressing need is Baker's lab.
- b. Multiband? Has been ordered
- c. First Aid add ons to order this week [AW-JH] Order to be placed this week
- d. QA measures - are being obtained on GE, need to have a protocol from Siemens [JH - numbers into google doc? AG - 3 hours!] Report back at subsequent meeting.
- e. Phones - staff phone training (xfer, voicemail) - [JM]
- 2. User support [DC]
 - a. Tickets review - Many. Rich telling us about scan params.
 - b. Scanner cover - Making calendar. [AG/DC]
- 3. Training [AG JH]
 - a. Use of metal detectors AG in progress Final screening also to include dos and don'ts
- 4. PI projects
- 5. Orders
 - a. Consumables - JH First aid
 - b. Capital
- 6. AOB
 - a. Disarming when opening up

YNiC Staff meeting

Minutes

30 May 2018

1. **Matters arising (actions)**
 - a. **Communication - Weekly Update [ABM] - keys, GDPR**
2. **Building Matters**
 - a. **Fire extinguisher - order new ones for MRI**
 - b. **Fire warden - check training docs for reference to fire warden**
 - c. **Distribution of front door keys to all L1 operators**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Referrers records progress report - JH,JL**
4. **IT [JL]**
 - a. **Project archiving - JL to check access and update permissions as first step: MEG data!**
1. **Equipment [AG]**
 - a. **Sequence updates**
 - b. **Multiband? [ABM]**
 - c. **First Aid add ons to order this week [AW-JH]**
 - d. **QA measures - are being obtained on GE, need to have a protocol from Siemens [JH - numbers into google doc? AG - 3 hours!]**
 - e. **Phones - staff phone training (xfer, voicemail) - [JM]**
2. **User support [DC]**
 - a. **Tickets review - Many. Rich telling us about scan params.**
 - b. **Scanner cover - Making calendar. [AG/DC]**
3. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress Final screening also to include dos and don'ts**
4. **PI projects**

- a) **HB is probably going to move MSc students to GE for MRS.**
- 1. **Orders**
 - a. **Consumables**
 - b. **Capital**
 - c. **Multiband order**
- 2. **AOB**
 - a. **Disarming when opening up**

YNiC Staff meeting

Agenda

30 May 2018

1. **Matters arising (actions)**
 - a. **Communication - Weekly Update [ABM] - keys, GDPR**
2. **Building Matters**
 - a. **Fire extinguisher - order new ones for MRI**
 - b. **Fire warden - check training docs for reference to fire warden**
 - c. **Distribution of front door keys to all L1 operators**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Referrers records progress report - JH,JL**
4. **IT [JL]**
 - a. **Project archiving - JL to check access and update permissions as first step: MEG data!**
1. **Equipment [AG]**
 - a. **Sequence updates**
 - b. **Multiband? [ABM]**
 - c. **First Aid add ons to order this week [AW-JH]**
 - d. **QA measures - are being obtained on GE, need to have a protocol from Siemens [JH - numbers into google doc? AG - 3 hours!]**
 - e. **Phones - staff phone training (xfer, voicemail) - [JM]**
2. **User support [DC]**
 - a. **Tickets review - Many. Rich telling us about scan params.**
 - b. **Scanner cover - Making calendar. [AG/DC]**
3. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress Final screening also to include dos and don'ts**
4. **PI projects**

- a) **HB is probably going to move MSc students to GE for MRS.**
- 1. **Orders**
 - a. **Consumables**
 - b. **Capital**
 - c. **Multiband order**
- 2. **AOB**
 - a. **Disarming when opening up**

YNiC Staff meeting

Minutes

15 May 2018

1. **Matters arising (actions)**
 - a. **MUG Order Design done - list of names from MH**
 - b. **Front door lock YSPL have logged the job more to follow. Photographed key contacting supplier**
 - c. **Communication - Weekly Update [ABM] - let users know staffing over two weeks**
2. **Building Matters [DC]**
 - a. **Fire extinguisher issue JM get is touch with estates.**
 - b. **Fire warden - check training docs for reference to fire warden**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Referrers records we need to maintain discuss immediate actions**
 - c. **GDPR**
4. **IT [JL]**
 - a. **Project archiving - JL to circulate list**
1. **Equipment [AG]**
 - a. **Sequence updates**
 - b. **First Aid add ons to order this week**
 - c. **Phones - list of number and locations**
 - d. **QR measures - are being obtained on GE, need to have a protocol from Siemens**
 - e. **SAR - clinical mode will do a pause**
2. **User support [DC]**
 - a. **Tickets review - mainly training**
 - b. **Scanner cover - all operators to note; be present in covered**
3. **Training [AG JH]**

- a. Use of metal detectors AG in progress Final screening also to include dos and don'ts
- 4. **PI projects**
 - a. P1337 - add Siemens to the project?
- 5. **Orders**
 - a. Consumables - Please note consumables are essential - re-ordering in a timely way is vital
 - b. Capital - laptop order - done
 - c. Multiband order
- 6. **AOB**
 - a. Disarming when opening up
 - b. Front door keys
 - c. Blank CD for participants

YNiC Staff meeting

Agenda

15 May 2018

1. **Matters arising (actions)**
 - a. **MUG Order Design done - list of names from MH**
 - b. **Front door lock YSPL have logged the job more to follow. Photographed key contacting supplier**
 - c. **Communication - Weekly Update [ABM] - let users know staffing over two weeks**
2. **Building Matters [DC]**
 - a. **Fire extinguisher issue JM get is touch with estates.**
 - b. **Fire warden - check training docs for reference to fire warden**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Referrers records we need to maintain discuss immediate actions**
 - c. **GDPR**
4. **IT [JL]**
 - a. **Project archiving - JL to circulate list**
1. **Equipment [AG]**
 - a. **Sequence updates**
 - b. **First Aid add ons to order this week**
 - c. **Phones - list of number and locations**
 - d. **QR measures - are being obtained on GE, need to have a protocol fro Siemens**
 - e. **SAR - clinical mode will do a pause**
2. **User support [DC]**
 - a. **Tickets review - mainly training**
 - b. **Scanner cover - all operators to note; be present in covered**
3. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress**

4. **PI projects**
 - a. **P1337 - add Siemens to the project?**
5. **Orders**
 - a. **Consumables - Please note consumables are essential
- re-ordering in a timely way is vital**
 - b. **Capital - laptop order**
 - c. **Multiband order**
6. **AOB**

YNiC Staff meeting

Agenda

08 May 2018

1. **Matters arising (actions)**
 - a. **MUG Order**
 - b. **Front door lock YSPL have logged the job more to follow. Photographed key contacting supplier**
 - c. **Communication - Weekly Update [ABM]**
2. **Building Matters [DC]**
 - a. **MEG heating will be fixed - It has fixed**
 - b. **Fire extinguisher issue - Purchase new MR saf fire extinguishers**
 - c. **Fire warden - check training docs for reference to fire warden**
 - d. **Climatix are cleaning/replacing filters for air handling**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **PACs Mail - decide not to this for the time being**
 - c. **Contact Ross about referrers records we need to maintain**
4. **IT [JL]**
 - a. **Plan closures - JL to circulate dates staff all staff feedback on their availability**
 - b. **Project archiving - JL to circulate list**
 - c. **Cluster freesurfer version is 5.3 - needs to point 6.0**
1. **Equipment [AG]**
 - a. **Sequence updates - waiting on IDEA, also Oxford need to provide .so files . Siemens colleague at Oxford to identify the files.**
2. **User support [DC]**
 - a. **Tickets review**
 - b. **Scanner cover**

3. **Training [AG JH]**

 a. **Use of metal detectors AG in progress**

4. **AOB**

Order multiband

YNiC Staff meeting

Agenda

08 May 2018

1. **Matters arising (actions)**
 - a. **MUG Order**
 - b. **Front door lock YSPL have logged the job more to follow. Photographed key contacting supplier**
 - c. **Communication - Weekly Update [ABM]**
2. **Building Matters [DC]**
 - a. **MEG heating will be fixed - It has fixed**
 - b. **Fire extinguisher issue**
 - c. **Fire warden**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **PACs Mail**
 - c. **Contact Ross about referrers records we need to maintain.**
4. **IT [JL]**
 - a. **Plan closures - JL to circulate dates staff all staff feedback on their availability**
 - b. **Project archiving - JL to circulate list**
1. **Equipment [AG]**
 - a. **Sequence updates - waiting on IDEA, also Oxford need to provide .so files**
2. **User support [DC]**
 - a. **Tickets review**
 - b. **Scanner cover**
3. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress**
4. **AOB**

Order multiband

YNiC Staff meeting

Minutes

01 May 2018

1. **Matters arising (actions)**
 - a. **Crash trolley - to be stored. First aid 'add ons' to be provided instead. JH to look into**
 - b. **MUG policy - No more paper and plastic provided. Order**
 - c. **Front door lock YSPL have logged the job more to follow. Photographed key contacting supplier**
 - d. **Communication - Weekly Update [ABM]**
 - e. **Heads up about MSc projects & Coffee**
2. **Building Matters [DC]**
 - a. **MEG heating will be fixed - JM to check progress**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **PACs Mail - report on pros and cons. Reporting, Referral and other features.**
 - c. **Contact Ross about referrers records we need to maintain.**
4. **IT [JL]**
 - a. **Plan closures - JL to circulate dates staff all staff feedback on their availability**
 - b. **Project archiving - JL to circulate list**
1. **Equipment [AG]**
 - a. **Sequence updates - waiting on IDEA, also Oxford need to provide .so files**
2. **User support [DC]**
 - a. **Tickets review - 5 tickets last week.**
 - b. **Scanner cover - Note Wednesday and Thursday needs cover**
3. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress**

- b. Use MSc scanning to train level 1s - DC to engage again with trainees

4. AOB

Finance - do we really have £26K?

Yorkshire Sports Medicine

<https://www.facebook.com/yorkshiresportsmedicine/>

<https://www.eventbrite.co.uk/e/ysm-presents-the-sporting-hip-tickets-44945175229>

YNiC Staff meeting

Agenda

01 May 2018

1. **Matters arising (actions)**
 - a. **JM - still looking into the dewar issue BOC**
 - b. **Crash trolley - to be stored. First aid 'add ons' to be provided instead.**
 - c. **MUG policy - No more paper and plastic provided.**
 - d. **Front door lock YSPL have logged the job more to follow.**
 - e. **Communication - Weekly Update [ABM]**
 - f. **Heads up about MSc projects & Coffee**
2. **Building Matters [DC]**
 - a. **MEG heating will be fixed - once the crane is scheduled**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Chaperone workflow**
 - c. **PACs Mail - assess the benefits with JH**
 - d. **Contact Ross about referrers records we need to maintain.**
4. **IT [JL]**
 - a. **Plan closures**
 - b. **Project archiving**
1. **Equipment [AG]**
 - a. **Sequence updates**
 - b. **Siemens quote**
2. **User support [DC]**
 - a. **Tickets review**
 - b. **Scanner cover**
3. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress**

- b. Use MSc scanning to train level 1s - DC to engage with trainees

4. **AOB**

Finance - do we really have £26K?

Fob access

YNiC Staff meeting

Minutes

24 April 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Heads up about MSc projects & Coffee**
3. **Building Matters [DC]**
 - a. **MEG heating will be fixed - once the crane is scheduled**
 - b. **JM - still looking into the dewar issue BOC**
 - c. **Crash trolley - to be stored. First aid 'add ons' to be provided instead.**
 - d. **MUG policy - No more paper and plastic provided.**
 - e. **Front door lock YSPL have logged the job more to follow.**
4. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Chaperone workflow**
 - c. **PACs Mail - assess the benefits with JH**
 - d. **Contact Ross about referrers records we need to maintain.**
5. **IT [JL]**
 - a. **Plan closures**
1. **Equipment [AG]**
 - a. **Sequence updates - AG has found that we need to install developer environment for sequences to work (relevant for Minnesota stuff). Oxford stuff requires more files AND developer environment.**
 - b. **Repair on response box - AG to send off for repair, but check on whether we can get a loan box for the time being.**
2. **User support [DC]**
 - a. **Tickets review - 10 last week**
3. **PI Projects [ABM]**

- a. Development time charging - by default book development time for projects against project codes.
 - 4. Training [AG JH]
 - a. Use of metal detectors AG in progress
 - b. Use MSc scanning to train level 1s - DC to engage with trainees
 - 5. AOB
- Finance - do we really have £26K?

YNiC Staff meeting

Agenda

24 April 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Heads up about MSc projects & Coffee**
3. **Building Matters [DC]**
 - a. **MEG heating will be fixed - once the crane is scheduled**
 - b. **JM - still looking into the dewar issue BOC**
 - c. **Crash trolley - to be stored. First aid 'add ons' to be provided instead.**
 - d. **MUG policy - No more paper and plastic provided.**
 - e. **Front door lock YSPL have logged the job more to follow.**
4. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Chaperone workflow**
 - c. **PACs Mail - assess the benefits with JH**
 - d. **Contact Ross about referrers records we need to maintain.**
5. **IT [JL]**
 - a. **Plan closures**
1. **Equipment [AG]**
 - a. **Sequence updates - AG has found that we need to install developer environment for sequences to work (relevant for Minnesota stuff). Oxford stuff requires more files AND developer environment.**
 - b. **Repair on response box - AG to send off for repair, but check on whether we can get a loan box for the time being.**
2. **User support [DC]**
 - a. **Tickets review - 10 last week**
3. **PI Projects [ABM]**

- a. Development time charging - by default book development time for projects against project codes.
 - 4. Training [AG JH]
 - a. Use of metal detectors AG in progress
 - b. Use MSc scanning to train level 1s - DC to engage with trainees
 - 5. AOB
- Finance - do we really have £26K?

YNiC Staff meeting

Minutes

17 April 2018

1. **Matters arising (actions)**

Marketing Clinical Services - arrange a meeting AM to organize

1. **Communication - Weekly Update [ABM]**
 - a. **Heads up about MSc projects & Coffee**
2. **Building Matters [DC]**
 - a. **MEG heating will be fixed - Confirmed date - Friday 6th heater change over and Thurs/Fri 12/13th ceiling units will be installed**
 - b. **YI access to MEG - Ask Sam for a list of people who need access.**
 - c. **JM - still looking into the dewar issue**
 - d. **Crash trolley - to be stored. First aid 'add ons' to be provided instead.**
3. **Clinical [JH JM]**
 - a. **Session Review - 3 patients, finished at 7pm. JM needs a card to gain access to the external door. Need to check doorbells too.**
 - b. **Chaperone workflow - ABM to arrange meeting**
 - c. **PACs Mail - assess the benefits with JH**
 - d. **Produce screening sheet for the changing area / lockers - explicit list of items patients should remove.**
 - e. **Contact Ross about referrers records we need to maintain.**
4. **IT [JL]**
 - a. **FSL 4.1. Leave as is on remote desktop.**
 - b. **Backup - incremental to central, full to stay on tape.**
5. **Equipment [AG]**
 - a. **Siemens scanner bed glitch - JH to debrief DC and AG**
6. **User support [DC]**

- a. **Tickets review - Psychtoolbox issues - shared version now available in /groups/software pick up next week when AG and JL are here.**
- 7. **PI Projects [ABM]**
 - a. **MSc Pilot dates set**
 - b. **MSc CN scanning slots allocated**
- 8. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress - under control to be completed mid April**
 - b. **Use MSc scanning to train level 1s.**
 - c. **Training of non-human scanning staff**
- 9. **AOB**

Clinical database

Finance - do we really have £26K?

Participant disks

Patient disks

YNiC Staff meeting

Agenda

17 April 2018

1. **Matters arising (actions)**

Marketing Clinical Services - arrange a meeting AM to organize

1. **Communication - Weekly Update [ABM]**
 - a. **Heads up about MSc projects & Coffee**
2. **Building Matters [DC]**
 - a. **MEG heating will be fixed - Confirmed date - Friday 6th heater change over and Thurs/Fri 12/13th ceiling units will be installed**
 - b. **YI access to MEG - Ask Sam for a list of people who need access.**
 - c. **JM - still looking into the dewar issue**
 - d. **Crash trolley - to be stored. First aid 'add ons' to be provided instead.**
3. **Clinical [JH JM]**
 - a. **Session Review - 3 patients, finished at 7pm. JM needs a card to gain access to the external door. Need to check doorbells too.**
 - b. **Chaperone workflow - ABM to arrange meeting**
 - c. **PACs Mail - assess the benefits with JH**
 - d. **Produce screening sheet for the changing area / lockers - explicit list of items patients should remove.**
 - e. **Contact Ross about referrers records we need to maintain.**
4. **IT [JL]**
 - a. **FSL 4.1. Leave as is on remote desktop.**
 - b. **Backup - incremental to central, full to stay on tape.**
5. **Equipment [AG]**
 - a. **Siemens scanner bed glitch - JH to debrief DC and AG**
6. **User support [DC]**

- a. **Tickets review - Psychtoolbox issues - shared version now available in /groups/software pick up next week when AG and JL are here.**
- 7. **PI Projects [ABM]**
 - a. **MSc Pilot dates set**
 - b. **MSc CN scanning slots allocated**
- 8. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress - under control to be completed mid April**
 - b. **Use MSc scanning to train level 1s.**
 - c. **Training of non-human scanning staff**
- 9. **AOB**

Clinical database

Finance - do we really have £26K?

Participant disks

Patient disks

YNiC Staff meeting

Minutes

10 April 2018

1. **Matters arising (actions)**

Marketing Clinical Services - arrange a meeting AM to organize

1. **Communication - Weekly Update [ABM]**
 - a. **Heads up about clinical use**
2. **Building Matters [DC]**
 - a. **MEG heating will be fixed - Confirmed date - Friday 6th heater change over and Thurs/Fri 12/13th ceiling units will be installed**
 - b. **YI access to MEG - Ask Sam for a list of people who need access.**
 - c. **JM - still looking into the dewar issue**
3. **Clinical [JH JM]**
 - a. **Session Review - 5 patients due on the Mon 9th. Good session.**
 - b. **Amended screening form for visitors and chaperones? In progress: AG & JH, JM & ABM.**
 - c. **PACs Mail - testing systems currently. It seems to work okay. Will look at cost benefits. ARW looking into this**
 - d. **“Lost” patient - only able to be scanned on a Wednesday. (we did fit someone in on a Thursday recently). No opportunity to call back.**
 - e. **Produce screening sheet for the changing area / lockers - explicit list of items patients should remove.**
4. **IT [JL]**
5. **Equipment [AG]**
 - a. **Siemens scanner bed glitch - JH to debrief DC and AG.**
6. **User support [DC]**
 - a. **Tickets review - Psychtoolbox issues - shared version now available in /groups/software pick up next week when AG and JL are here.**

7. **PI Projects [ABM]**
 - a. MSc Pilot dates set
 - b. MSc CN scanning slots allocated
8. **Training [AG JH]**
 - a. Use of metal detectors AG in progress - under control to be completed mid April
 - b. Use MSc scanning to train level 1s.
 - c. Training of non-human scanning staff. Train to level 1 as per our training programme.
9. **AOB**

We have a test clinical database that people should have a play with - NB FAKE DATA only. JM has used it - seems to work okay. More testing. Let's find it first!

26K to spend by end of FY -

check masks for first aid, basic airways [note policy updates may be required]

£1200 memory

Desktop budget for next year

£8K Monitors - potential for upgrade (staff & open plan] - maybe staff only

Furniture - two units - check on YEP JM

Decoration of MR corridor - quote needed - YSPL JH to contact re quote

£6K Storage 15TB

TMS service

Cds

Pictures

Repair LCD panel on Current Designs box (GE)

YNiC Staff meeting

Agenda

10 April 2018

1. **Matters arising (actions)**

Marketing Clinical Services - arrange a meeting

1. **Communication - Weekly Update [ABM]**
2. **Building Matters [DC]**
 - a. MEG heating will be fixed - Confirmed date - Friday 6th heater change over and Thurs/Fri 12/13th ceiling units will be installed
 - b. YI access to MEG - Ask Sam for a list of people who need access.
3. **Clinical [JH JM]**
 - a. Session Review - 5 patients due on the Mon 9th.
 - b. Amended screening form for visitors and chaperones? In progress: AG & JH, JM & ABM.
 - c. PACs Mail - testing systems currently. It seems to work okay. Will look at cost benefits.
 - d. "Lost" patient - only able to be scanned on a Wednesday. (we did fit someone in on a Thursday recently).
 - e. Produce screening sheet for the changing area / lockers - explicit list of items patients should remove.
4. **IT [JL]**
5. **Equipment [AG]**
 - a. Siemens scanner bed glitch
6. **User support [DC]**
 - a. Tickets review - Psychtoolbox issues - shared version now available in /groups/software
7. **PI Projects [ABM]**
 - a. MSc Pilot dates set
 - b. MSc CN scanning slots allocated
8. **Training [AG JH]**

- a. Use of metal detectors AG in progress - under control to be completed mid April
- b. Use MSc scanning to train level 1s.
- c. Training of non-human scanning staff

9. AOB

We have a test clinical database that people should have a play with - NB FAKE DATA only. JM has used it - seems to work okay. More testing.

26K to spend by end of FY -

check masks for first aid, basic airways [note policy updates may be required]

£1200 memory

Desktop budget for next year

£8K Monitors - potential for upgrade (staff & open plan] - maybe staff only

Furniture - two units - check on YEP JM

Decoration of MR corridor - quote needed - YSPL JH to contact re quote

£6K Storage 15TB

TMS service

Cds

Pictures

Repair LCD panel on Current Designs box (GE)

YNiC Staff meeting

Minutes

03 April 2018

1. **Matters arising (actions)**

Marketing Clinical Services - arrange a meeting

1. **Communication - Weekly Update [ABM]**
2. **Building Matters [DC]**
 - a. **MEG heating will be fixed - Confirm date?**
 - b. **YI access to MEG - Ask Sam for a list of people who need access.**
3. **Clinical [JH JM]**
 - a. **Session Review - 6 areas (5 patients) scanned; incl double area as last minute booking.**
 - b. **Amended screening form for visitors and chaperones? In progress: AG & JH, JM & ABM.**
 - c. **Invoicing for referrers - Consortium don't want to proceed but are happy with the service. Potentially give discount for volume.**
 - d. **PACs Mail - testing systems currently. It seems to work okay. Will look at cost benefits.**
4. **IT [JL]**
 - a. **Raid controller error - believe its been resolved.**
5. **Equipment [AG]**
 - a. **Auditory recording equipment due - PO cancelled.**
6. **User support [DC]**
 - a. **Tickets review - Psychtoolbox issues - shared version now available in /groups/software**
7. **PI Projects [ABM]**
8. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress - under control to be completed mid April**
 - b. **Use MSc scanning to train level 1s.**
9. **AOB**

We have a test clinical database that people should have a play with
- NB FAKE DATA only. JM has used it - seems to work okay. More testing.

26K to spend by end of FY -

check masks for first aid, basic airways [note policy updates may be required]

£1200 memory

Desktop budget for next year

£8K Monitors - potential for upgrade (staff & open plan] - maybe staff only

Furniture - two units - check on YEP JM

Decoration of MR corridor - quote needed - YSPL JH to contact re quote

£6K Storage 15TB

TMS service

Cds

Pictures

YNiC Staff meeting

Agenda

03 April 2018

1. **Matters arising (actions)**

Marketing Clinical Services - arrange a meeting

1. **Communication - Weekly Update [ABM]**
2. **Building Matters [DC]**
 - a. **MEG heating will be fixed**
 - b. **YI access to MEG**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Amended screening form for visitors and chaperones? In progress: AG & JH, JM & ABM.**
 - c. **Invoicing for referrers - Consortium don't want to proceed but are happy with the service. Potentially give discount for volume.**
 - d. **PACs Mail - testing systems currently. It seems to work okay. Will look at cost benefits.**
4. **IT [JL]**
5. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG got no response and JS wants to cancel the PO - As sent "ultimatum" email on Friday 23rd. Check after easter.**
6. **User support [DC]**
 - a. **Tickets review**
7. **PI Projects [ABM]**
8. **Training [AG JH]**
 - a. **Use of metal detectors AG in progress - under control to be completed mid April**
9. **AOB**

**We have a test clinical database that people should have a play with
- NB FAKE DATA only. JM has used it - seems to work okay.**

26K to spend by end of FY -

check masks for first aid, basic airways [note policy updates may be required]

£1200 memory

Desktop budget for next year

£8K Monitors - potential for upgrade (staff & open plan] - mabe staff only

Furniture - two units - check on YEP JM

Decoration of MR corridor - quote needed - YSPL JH to contact re quote

£6K Storage 15TB

TMS service

YNiC Staff meeting

Minutes

27 March 2018

1. **Matters arising (actions)**

Marketing Clinical Services - arrange a meeting

PACs Mail - testing systems currently. It seems to work okay. Will look at cost benefits.

1. **Communication - Weekly Update [ABM]**
 - a. **Easter closing**
2. **Building Matters [DC]**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Amended screening form for visitors and chaperones? In progress: AG & JH, JM & ABM.**
 - c. **Invoicing for referrers - Consortium don't want to proceed but are happy with the service. Potentially give discount for volume.**
4. **IT [JL]**
 - a. **Alternative dicom viewer. J/JH. Dealt with in matters arising.**
5. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG got no response and JS wants to cancel the PO - As sent "ultimatum" email on Friday 23rd. Check after easter.**
6. **User support [DC]**
 - a. **Tickets review**
7. **PI Projects [ABM]**
 - a. **Durham scanning in the autumn.**
8. **Training [AG JH]**
 - a. **Update training forms to prompt update to database
DONE BY DC**
 - b. **Use of metal detectors AG in progress - under control to be completed mid April**
9. **AOB**

We have a test clinical database that people should have a play with
- NB FAKE DATA only. JM has used it - seems to work okay.

26K to spend by end of FY -

check masks for first aid, basic airways [note policy updates may be required]

£600 memory

Desktop budget for next year

£8K Monitors - potential for upgrade (staff & open plan]

Furniture - two units - check on YEP JM

Decoration of MR corridor - quote needed - YSPL JH to contact re quote

£6K Storage 15TB

TMS service

YNiC Staff meeting

Agenda

27 March 2018

1. **Matters arising (actions)**

Marketing Clinical Services - arrange a meeting

See actions

1. **Communication - Weekly Update [ABM]**
 - a. **Easter closing**
2. **Building Matters [DC]**
 - a. **Siemens attended to spec fit out and supply of new scanner**
 - b. **Heating after weekends - too cold.**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Amended screening form for visitors and chaperones? In progress: AG & JH, JM & ABM.**
 - c. **Invoicing for referrers - Consortium don't want to proceed but are happy with the service.**
4. **IT [JL]**
 - a. **Alternative dicom viewer. J/JH.**
5. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG got no response and JS wants to cancel the PO - As sent "ultimatum" email on Friday 23rd. Check after easter.**
6. **User support [DC]**
 - a. **Tickets review**
7. **PI Projects [ABM]**
8. **Training [AG JH]**
 - a. **Update training forms to prompt update to database
DON E BY DC**
 - b. **Use of metal detectors AG in progress**
9. **AOB**

AG on leave 25/03 - 02/04 - DC to cover clinic.

Clinic after easter moved to Tuesday (3rd).

Access to scanners - MRI operators can access all of the MRI areas but should not be accessing areas that they are not trained in.

We have a test clinical database that people should have a play with
- NB FAKE DATA only.

26K to spend by end of FY

YNiC Staff meeting

Minutes

19 March 2018

1. **Matters arising (actions)**

Marketing Clinical Services - arrange a meeting

See actions

1. **Communication - Weekly Update [ABM]**
 - a.
2. **Building Matters [DC]**
 - a. **Rip & Grip**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Amended screening form for visitors and chaperones? In progress: AG & JH, JM.**
 - c. **Invoicing for referrers**
4. **IT [JL]**
 - a. **Alternative dicom viewer. JL and ARW to meet with others to decide.**
5. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG chasing them (again)**
6. **User support [DC]**
 - a. **Tickets review**
7. **PI Projects [ABM]**
8. **Training [AG JH]**
 - a. **Siemens Level 1 Tuesday**
 - b. **Update training forms to prompt update to database**
 - c. **Use of metal detectors**
9. **AOB**

AG on leave 25/03 - 02/04 - DC to cover clinic.

Clinic after easter moved to Tuesday (3rd).

Access to scanners - MRI operators can access all of the MRI areas but should not be accessing areas that they are not trained in.

YNiC Staff meeting

Agenda

19 March 2018

1. **Matters arising (actions)**

Marketing Clinical Services - arrange a meeting

See actions

1. **Communication - Weekly Update [ABM]**
 - a. **Seminar - Conferencing**
2. **Building Matters [DC]**
 - a. **Rip & Grip**
3. **Clinical [JH JM]**
 - a. **Session Review**
 - b. **Amended screening form for visitors and chaperones? In progress: AG & JH, JM.**
 - c. **Invoicing for referrers**
4. **IT [JL]**
 - a. **Alternative dicom viewer. JL and ARW to meet with others to decide.**
5. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG chasing them (again)**
6. **User support [DC]**
 - a. **Tickets review**
7. **PI Projects [ABM]**
8. **Training [AG JH]**
 - a. **Siemens Level 1 Tuesday**
 - b. **Update training forms to prompt update to database**
 - c. **Use of metal detectors**
9. **AOB**

YNiC Staff meeting

Agenda

12 March 2018

1. **Matters arising (actions)**
 - a. **Map it may happen Thursday**
 - b. **Drafting Quench policy**
 - c. **py&Mesh need to allocate resources**
 - d. **Arrange meeting for Crash trolley**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in. Communicate to operators.**
 - b. **Seminar - Conferencing**
3. **Building Matters [DC]**
 - a. **MEG doors need tightening**
4. **Clinical [JH JM]**
 - a. **First session first clinic set to 12th March.**
 - b. **Amended screening form for visitors and chaperones? In progress: AG & JL.**
5. **IT [JL]**
 - a. **Alternative dicom viewer. JL and ARW to meet with others to decide.**
6. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG chasing them (again)**
 - b. **Multiband**
7. **User support [DC]**
 - a. **Tickets review - slow and managed.**
8. **PI Projects [ABM]**
9. **Training [AG JH]**
 - a. **Siemens Level 1 Tuesday - use a cut off date for trainees to commit. Release time accordingly.**
10. **AOB**

Marketing Clinical Services - arrange a meeting

Metal detectors - new policy? - update paperwork and training docs?,
then communicate?.

YNiC Staff meeting

Agenda

12 March 2018

1. **Matters arising (actions)**
 - a.
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in. Communicate to operators.**
 - b. **Seminar - Conferencing**
3. **Building Matters [DC]**
 - a.
4. **Clinical [JH JM]**
 - a. **First session first clinic set to 12th March.**
 - b. **Amended screening form for visitors and chaperones? In progress: AG & JL.**
5. **IT [JL]**
 - a. **Alternative dicom viewer. JL and ARW to meet with others to decide.**
6. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG chasing them (again)**
 - b. **Multiband**
7. **User support [DC]**
 - a. **Tickets review - slow and managed.**
 - b. **Theo - potential presenter at seminar.**
8. **PI Projects [ABM]**
 - a. **Meniscus Study**
1. **Training [AG JH]**
 - a. **Siemens Level 1 Tuesday**
2. **AOB**

Marketing Clinical Services

Invoicing for clinical referrals

YNiC Staff meeting

Minutes

5 March 2018

1. **Matters arising (actions)**
 - a. **Knee Coil - Siemens to attend**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar -**
 - c. **CQC visit upcoming**
3. **Building Matters [CF]**
 - a. **Reception lighting scheduled Friday 23rd - review**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange further follow-up meeting - Monday 12th.**
 - b. **Date for first clinic set (prov.) to 12th March.**
 - c. **CQC visit preparation 11am - 2 hours - March 6th**
5. **IT [JL]**
 - a. **Cd burner fix scheduled for Siemens - sending replacement**
 - b. **Alternative dicom viewer**
 - c. **MAc / Linux compatible discs for referers / patients**
6. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG chasing them (again)**
 - b. **Multiband trial data have been collected - next step.**
7. **User support [DC]**
 - a. **Tickets review**
8. **PI Projects [ABM]**
 - a. **MSc CN projects**
1. **Training [AG jH]**
 - a. **Radiographer's assistant training**
2. **AOB**

Amended screening form for visitors and chaperones?

Marketing Clinical Services

YNiC Staff meeting

Minutes

5 March 2018

1. **Matters arising (actions)**
 - a. **Knee Coil - Siemens attended. Siemens attended to check out faulty coil - left a new one with us.**
 - b. **Air handling unit. AG: error - too dry. Switched off one unit. Time to turn back on again.**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in. Communicate to operators.**
 - b. **Seminar - YI sharing software. Potentially tour of YI.**
 - c. **CQC visit upcoming**
3. **Building Matters [CF]**
 - a. **Reception lighting scheduled Friday 23rd - review. Lighting is fine.**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange further follow-up meeting - Monday 12th. Emma does Monday. Bronte Friday.**
 - b. **Date for first clinic set (prov.) to 12th March.**
 - c. **CQC visit preparation 11am - 2 hours - March 6th - see agenda. Team Briefed by ABM.**
5. **IT [JL]**
 - a. **Cd burner fix scheduled for Siemens - sending replacement . Siemens CD burner fitted and tested.**
 - b. **Alternative dicom viewer. JL and ARW to meet with others to decide.**
 - c. **MAc / Linux compatible discs for referers / patients. Disk writing - can export to usb, jpegs. Referrer and patient specific. Response mode.**
6. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG chasing them (again)**

- b. Multiband trial data have been collected - next step. EPI functional imaging data ran okay. Compare with UCSB. Also obtained standard EPIs.
- 7. User support [DC]
 - a. Tickets review - slow and managed.
 - b. Theo - potential presenter at seminar.
- 8. PI Projects [ABM]
 - a. Meniscus Study
 - b. MSc CN projects
- 1. Training [AG jH]
 - a. Radiographer's assistant training. Prep for clinic mode. Monday afternoon AG/JL/DC.
- 2. AOB

Amended screening form for visitors and chaperones? In progress:
AG & JL.

Marketing Clinical Service

YNiC Staff meeting

Agenda

5 March 2018

1. **Matters arising (actions)**
 - a. **Knee Coil - Siemens attended**
 - b. **Air handling unit**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar -**
 - c. **CQC visit upcoming**
3. **Building Matters [CF]**
 - a. **Reception lighting scheduled Friday 23rd - review**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange further follow-up meeting - Monday 12th.**
 - b. **Date for first clinic set (prov.) to 12th March.**
 - c. **CQC visit preparation 11am - 2 hours - March 6th - see agenda**
5. **IT [JL]**
 - a. **Cd burner fix scheduled for Siemens - sending replacement**
 - b. **Alternative dicom viewer**
 - c. **MAc / Linux compatible discs for referers / patients**
6. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG chasing them (again)**
 - b. **Multiband trial data have been collected - next step.**
7. **User support [DC]**
 - a. **Tickets review**
8. **PI Projects [ABM]**
 - a. **Meniscus Study**
 - b. **MSc CN projects**

1. **Training [AG jH]**

 a. **Radiographer's assistant training**

2. **AOB**

Amended screening form for visitors and chaperones?

Marketing Clinical Service

YNiC Staff meeting

Minutes

26 February 2018

1. **Matters arising (actions)**
 - a. **Siemens multiband trial being installed monday AM (26th - 3months)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar - Mark**
 - c. **One Show TV crew on site**
 - d. **CQC visit upcoming**
 - e. **grep**
3. **Building Matters [CF]**
 - a. **Reception lighting scheduled Friday 23rd - review**
 - b. **UPS service same day - add to diary**
 - c. **Nitrogen line in Siemens - team training (AG)**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange further follow-up meeting - Monday 12th.**
 - b. **Date for first clinic set (prov.) to 121th March.**
 - c. **CQC visit preparation 11am - 2 hours - March 6th**
 - d. **Charging for additional data requests?**
5. **IT [JL]**
 - a. **Cd burner fix scheduled for Siemens - sending replacement**
 - b. **Alternative dicom viewer**
 - c. **MAc / Linux compatible discs for referers / patients**
 - d. **Print op cards from DB? - Plan to print operator badges from DB. Card printer may need to be a label printer**
 - e. **UPS service done (annual)**
6. **Equipment [AG]**

- a. Auditory recording equipment due - AG chasing them (again)
 - b. GE maintenance - complete
 - c. Multiband trial has been installed and tested - need to book some development time
 - d. Siemens CD replacement
- 7. User support [DC]
 - a. Tickets review
- 8. PI Projects [ABM]
 - a. MSc CN projects
 - b.
- 1. Training [AG jH]
 - a. Training for Level 1a should be scheduled.
- 2. AOB

Amended screening form for visitors and chaperones?

Crash Trolley

GE video / training manual - postpone for now until required.

Hearing tests - Gary Malcolm - check the audiometer (MH).

YNiC Staff meeting

Agenda

26 February 2018

1. **Matters arising (actions)**
 - a. **Siemens O2 monitor (AG)**
 - b. **Siemens multiband trial being installed monday AM (23rd - 3months)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar - Mark**
 - c. **grep**
3. **Building Matters [CF]**
 - a. **Reception lighting scheduled Friday 23rd**
 - b. **UPS service same day**
 - c. **Nitrogen line in Siemens - team training (AG)**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange further follow-up meeting - Monday 12th.**
 - b. **Date for first clinic set (prov.) to 14th March.**
 - c. **CQC visit preparation.**
 - d. **Charging for additional data requests?**
5. **IT [JL]**
 - a. **Cd burner fix scheduled for Siemens**
 - b. **Alternative dicom viewer**
 - c. **MAc / Linux compatible discs for referers / patients**
 - d. **Print op cards from DB? - Plan to print operator badges from DB. Card printer may need to be a label printer**
6. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG chasing them (again)**
 - b. **GE maintenance**

7. **User support [DC]**
 - a. **Tickets review**
8. **PI Projects [ABM]**
 - a. **MSc CN projects**
 - b.
1. **Training [AG jH]**
 - a. **Training for Level 1a should be scheduled.**
2. **AOB**

Access to stamps / petty cash when Jackie is away (duplicate keys).

GE attending Friday the 23rd to address outstanding issues (following the planned maintenance on Thursday).

Amended screening form for visitors and chaperones?

Crash Trolley

YNiC Staff meeting

Minutes

19 February 2018

1. **Matters arising (actions)**
 - a. **Siemens O2 monitor (AG)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar - Kalanit Grill-Spector.**
 - c. **grep**
3. **Building Matters [CF]**
 - a. **Reception lighting scheduled Friday 23rd**
 - b. **UPS service same day**
 - c. **Nitrogen line in Siemens - team training (AG)**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange further follow-up meeting - Thursday 22nd at 9:30 AM.**
 - b. **Date for first clinic set (prov.) to 14th March.**
 - c. **CQC visit preparation.**
 - d. **Charging for additional data requests?**
5. **IT [JL]**
 - a. **Alternative dicom viewer**
 - b. **MAc / Linux compatible discs for referers / patients**
 - c. **Print op cards from DB? - Plan to print operator badges from DB. Card printer may need to be a label printer**
6. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG chasing them (again)**
 - b. **GE maintenance**
7. **User support [DC]**
 - a. **Tickets review**

- 8. **PI Projects [ABM]**
 - a. **MSc CN projects**
 - b.
- 1. **Training [AG jH]**
 - a. **Training for Level 1a should be scheduled.**
- 2. **AOB**

Access to stamps / petty cash when Jackie is away (duplicate keys).

GE attending Friday the 23rd to address outstanding issues (following the planned maintenance on Thursday).

YNiC Staff meeting

Agenda

19 February 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar -**
3. **Building Matters [CF]**
 - a. **Reception lighting scheduled**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange further follow-up meeting - Thursday AM?**
 - b. **Date for first clinic set (prov.) to 7th of March.**
 - c. **CQC visit preparation.**
5. **IT [JL]**
 - a. **Alternative dicom viewer**
 - b. **MAc / Linux compatible discs for referers / patients**
 - c. **Print op cards from DB? - Plan to print operator badges from DB. Card printer may need to be a label printer**
6. **Equipment [AG]**
 - a. **Auditory recording equipment due - AG chasing them (again)**
 - b. **GE maintenance**
7. **User support [DC]**
 - a. **Tickets review**
8. **PI Projects [ABM]**
 - a. **MSc CN projects**
 - b.
1. **Training [AG jH]**
 - a. **Training for Level 1a should be scheduled.**
2. **AOB**

Access to stamps / petty cash when Jackie is away (duplicate keys).

GE attending Friday the 23rd to address outstanding issues (following the planned maintenance on Thursday).

YNiC Staff meeting

Minutes

12 February 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Project presentation - Leah Kelly**
 - c. **Seminar - Mark - Managing your data at YNiC ??**
3. **Building Matters [CF]**
 - a. **Order placed for nitrogen line installation in Siemens Chemistry - date TBC but before 25 Feb.**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange further follow-up meeting - Thursday AM?**
 - b. **Date for first clinic set (prov.) to 7th of March.**
5. **IT [JL]**
 - a. **AW to report on dicom viewer (online) - meeting this week with ARW**
 - b. **Data from Karolinska Institutet - Catherine Preston - AG and JL have arranged for upload of data w/c 12 Feb**
 - c. **Print op cards from DB? - Plan to print operator badges from DB. Card printer may need to be a label printer**
6. **Equipment [AG]**
 - a. **Order placed for nitrogen line installation in Siemens Chemistry - date TBC but before 25 Feb.**
 - b. **Multiband update - Available for a 3 month trial. Run a protocol set. Plan Easter/July**
 - c. **Auditory recording equipment due - AG chasing them (again)**
 - d. **Siemens disk burning - Windows PC in reception - process for checking disks**
7. **User support [DC]**

- a. **Tickets review**
- 8. **PI Projects [ABM]**
- a. **Encouraging Durham to spend their money - further
comms required / liaison with JS?**
- 1. **Training [AG jH]**
- a. **Training for Level 1a should be scheduled.**
- 2. **AOB**

YNiC Staff meeting

Agenda

12 February 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Project presentation - Leah Kelly**
 - c. **Seminar - Mark - Managing your data at YNiC ??**
3. **Building Matters [CF]**
 - a. **Order placed for nitrogen line installation in Siemens Chemistry - date TBC but before 25 Feb.**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange further follow-up meeting - Thursday AM?**
 - b. **Date for first clinic set (prov.) to 7th of March.**
5. **IT [JL]**
 - a. **AW to report on dicom viewer (online) - meeting this week with ARW**
 - b. **Data from Karolinska Institutet - Catherine Preston - AG and JL have arranged for upload of data w/c 12 Feb**
 - c. **Print op cards from DB? - Plan to print operator badges from DB. Card printer may need to be a label printer**
6. **Equipment [AG]**
 - a. **Order placed for nitrogen line installation in Siemens Chemistry - date TBC but before 25 Feb.**
 - b. **Multiband update - Available for a 3 month trial. Run a protocol set. Plan Easter/July**
 - c. **Auditory recording equipment due - AG chasing them (again)**
 - d. **Siemens disk burning - Windows PC in reception - process for checking disks**
7. **User support [DC]**

- a. **Tickets review**
- 8. **PI Projects [ABM]**
- a. **Encouraging Durham to spend their money - further
comms required / liaison with JS?**
- 1. **Training [AG jH]**
- a. **Training for Level 1a should be scheduled.**
- 2. **AOB**

YNiC Staff meeting

Minutes

5 February 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar - Andre - making analyses easier, scripting**
 - c. **Project presentation - Leah Kelly**
3. **Building Matters [CF]**
 - a. **Visit from Water inspectors (Estates) - University Estates can to look at all water outlets and supplies - they were happy as far as we know.**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange follow-up meeting (postponed) - Thursday AM.**
5. **IT [JL]**
 - a. **AW to report on dicom viewer (online) - meeting this week with ARW**
 - b. **Data from Karolinska Institutet - Catherine Preston - ABM to write to CP to get a details of an analysis only project**
 - c. **Print op cards from DB? - Plan to print operator badges from DB. Card printer - entry level £300.**
6. **Equipment [AG]**
 - a. **GE scanner - users informed that GE now works**
 - b. **Polariser for Siemens - Equipment delivered. Gastech to sort out N supply and exhaust. All by March 1st. [AG + ABM]**
 - c. **Multiband update - Available for a 3 month trial. Run a protocol set. Plan Easter/July**
 - d. **Auditory recording equipment due - AG chasing them**
 - e. **Siemens disk burning - JM had requested for CDs. Siemens buring may be faulty. This is a reading not writing issue.**

7. User support [DC]
 - a. Tickets review - quiet week
 - b. Alexandra - inducted - anything else required? E.g. set up office? - Alexandra, plus 2 - permanent office space?
8. PI Projects [ABM]
 - a. Encouraging Durham to spend their money.
1. Training [AG jH]
 - a. Training for Level 1a should be scheduled.
2. AOB

Liability insurance, and insurance, in general. Met insurance people - they took photos etc. happy with the set up here.

JH - met with new cleaners. New company Dave (supervisors) Gavin [comes at 3pm and returns at 5 for the bins]

GDPR - New EU data storage legislation. More power to consumers - perhaps to delete immediately.

YNiC Staff meeting

Agenda

5 February 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar - Andre - making analyses easier**
3. **Building Matters [CF]**
 - a. **Visit from Water inspectors (Estates)**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange follow-up meeting (postponed)**
5. **IT [JL]**
 - a. **AW to report on dicom viewer (online)**
 - b. **Data from Karolinska Institutet - Catherine Preston**
 - c. **Print op cards from DB?**
6. **Equipment [AG]**
 - a. **GE scanner**
 - b. **Polariser for Siemens**
 - c. **Multiband update**
 - d. **Auditory recording equipment due**
 - e. **Siemens disk burning**
7. **User support [DC]**
 - a. **Tickets review**
 - b. **Alexandra - inducted - anything else required? E.g. set up office?**
8. **PI Projects [ABM]**
 - a. **‘Vocal tract project’**
9. **Training [AG jH]**
 - a. **TMS and GE training required - MWS agreed to help with TMS training**

- b. Training for Level 1a should be scheduled. - door bell ordered.

10. AOB

Quench policy

Liability insurance, and insurance, in general

YNiC Staff meeting

Minutes

29th January 2018

1. **Matters arising (actions)**
 - a. **Decide on GE training video thingy Thursday 1st Feb to go or not**
 - b. **ABM operator badges need to implement**
 - c. **Science Committee [communicate offline with JS]**
 - i. **Registration of Participants**
 - ii. **Seminars location didn't make a difference historically**
 - iii. **Remote Desktop - creating more capacity**
 - iv. **Multiple instances of a lack of precision of data entry preventing data being transferred or transferred without anonymisation**
 - v. **Clean up in scanner**
 - vi. **Reception works well**
 - vii. **Hand hygiene**
2. **Communication - Weekly Update [ABM]**
 - a. **Seminar - (project presentation) Exploring connectivity in individuals with visual loss - Holly Brown**
 - b. **GE scanner**
 - c. **Tip: Please enter the R number booking, so the form gets printed out.**
3. **Building Matters [CF]**
 - a. **Lighting in GE suite - review and replace**
 - b. **Reception lighting on order - dates for fit out to be given**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange follow-up meeting (postponed) - arranged Thursday 1st at 0930**
5. **IT [JL]**
 - a. **AW to report on dicom viewer (online) ARW away.**

- b. JL working on backups - starting to use central IT storage. Increase efficiencies and is within policy.
- 6. Equipment [AG]
 - a. GE offline - RF amplifier tripping out. Rebooted twice, failed both times. GE engineer will attend PM 29th. JOB kept open - parts thought to be in France. No time line as yet. Communicate to users.
 - b. Multiband update ARW
 - c. Auditory recording equipment due - AG chased up delivery
- 7. User support [DC]
 - a. Tickets review - no outstanding tickets
- 8. PI Projects [ABM]
 - a. 'Vocal tract project'
- 9. Training [AG jH]
 - a. Training for Level 1a should be scheduled. RK training to be scheduled
 - b. LEvel 1 for SIemens, BM, WS, RV, CM, MS
- 10. AOB

New starters and staffing

Alexjandra starts this week

YNiC Staff meeting

Agenda

5 February 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar - (project presentation) Exploring connectivity in individuals with visual loss - Holly Brown**
3. **Building Matters [CF]**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange follow-up meeting (postponed)**
5. **IT [JL]**
 - a. **AW to report on dicom viewer (online)**
6. **Equipment [AG]**
 - a. **GE offline**
 - b. **Multiband update**
 - c. **Auditory recording equipment due**
7. **User support [DC]**
 - a. **Tickets review**
8. **PI Projects [ABM]**
 - a. **‘Vocal tract project’**
9. **Training [AG JH]**
 - a. **TMS and GE training required - MWS agreed to help with TMS training**
 - b. **Training for Level 1a should be scheduled.**
10. **AOB**

Quench policy

Liability insurance, and insurance, in general

YNiC Staff meeting

Agenda

5 February 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar - (project presentation) Exploring connectivity in individuals with visual loss - Holly Brown**
3. **Building Matters [CF]**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange follow-up meeting (postponed)**
5. **IT [JL]**
 - a. **AW to report on dicom viewer (online)**
 - b. **Data from Karolinska Institutet - Catherine Preston**
 - c. **Print op cards from DB?**
6. **Equipment [AG]**
 - a. **GE offline**
 - b. **Multiband update**
 - c. **Auditory recording equipment due**
7. **User support [DC]**
 - a. **Tickets review**
8. **PI Projects [ABM]**
 - a. **‘Vocal tract project’**
9. **Training [AG JH]**
 - a. **TMS and GE training required - MWS agreed to help with TMS training**
 - b. **Training for Level 1a should be scheduled.**
10. **AOB**

Quench policy

Liability insurance, and insurance, in general

YNiC Staff meeting

Minutes

22nd January 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Seminar - Why PsychoPy? AG**
 - b. **Let users know about GE fault**
 - c. **Sending stuff to cluster qsub**
3. **Building Matters [CF]**
 - a. **Lighting for reception/office area - ABM waiting for quote to be forwarded.**
 - b. **Siemens - Successfully refitted by YSPL (JM)**
 - c. **Failure to transfer calls - JM referred to YSPL and they are escalating it.**
 - d. **Door bell on outer door for disability access**
 - e. **Radiators turned off - AG to talk to cleaner**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange follow-up meeting (Thursday Morning)**
 - b. **Clinical Trial work - ABM will talk to him**
 - c. **Quiet week**
5. **IT [JL]**
 - a. **AW to report on dicom viewer (online) - ARW to report at subsequent meeting**
6. **Equipment [AG]**
 - a. **GE: RF amplifier failed last week, but today switched on and works. Need to let users know after engineer feedback.**
 - b. **Auditory recording equipment due - not yet arrived**
7. **User support [DC]**
 - a. **Tickets review - training tickets**
8. **PI Projects [ABM]**

- a. **Project presentation: Video stimuli. Imaging MRI okay as based legacy acquisitions. GE project.**
- 1. **Training [AG jH]**
 - a. **Ruth Kelly: Agreed level 3 present. Only book operator slots.**
 - b. **Contact trainees about contracts.**
- 2. **AOB**

Science Committee

- a. **Registration of Participants**
- b. **Seminars location didn't make a difference historically**
- c. **Remote Desktop - creating more capacity**
- d. **Multiple instances of a lack of precision of data entry preventing data being transferred or transferred without anonymisation**
- e. **Clean up in scanner**
- f. **Reception works well**
- g. **Hand hygiene**

YNiC Staff meeting

Agenda

22nd January 2018

1. **Matters arising (actions)**
2. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Seminar - Why PsychoPy? AG**
3. **Building Matters [CF]**
 - a. **Lighting for reception/office area + Siemens**
4. **Clinical [JH JM]**
 - a. **Meeting held: Move to trial clinic model - Arrange follow-up meeting**
 - b. **Clinical Trial work**
5. **IT [JL]**
 - a. **AW to report on dicom viewer (online)**
6. **Equipment [AG]**
 - a. **Multiband update**
 - b. **Auditory recording equipment due**
7. **User support [DC]**
 - a. **Tickets review**
8. **PI Projects [ABM]**
 - a. **GG contacted ABM about ‘vocal tract project’**
9. **Training [AG jH]**
 - a. **TMS and GE training required - MWS agreed to help with TMS training**
10. **AOB**

MEG scanning ‘MRC funded work’

Quench policy

Liability insurance, and insurance, in general

YNiC Staff meeting

Agenda

15th January 2018

1. **Matters arising (actions)**
Meeting schedule - 12pm Monday/330pm Thursday
1. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Visit (see AOB)**
 - c. **Seminar**
 - d. **24 hours for registration**
2. **Building Matters [CF]**
 - a. **Lighting for reception/office area + Siemens - JM has emailed estates (no response). YSPL will fit lamps to reception - NOte the potential to 'over lamp'**
3. **Clinical [JH JM]**
 - a. **Move to trial clinic model - Arrange meeting to plan change - Thursday meeting (morning)**
 - b. **Clinical Trial work - ABM to talk to perspectum**
 - c. **Siemens to advise on setting up sequences for 'map it'**
4. **IT [JL]**
 - a. **AW to report on dicom viewer (online)**
5. **Equipment [AG]**
 - a. **Multiband update**
6. **User support [DC]**
 - a. **Tickets review**
7. **PI Projects [ABM]**
 - a. **GG contacted ABM about 'vocal tract project' - being reviewed by GG.**
8. **Training [AG jH]**
 - a. **Seminar series - review**
9. **AOB**

MEG scanning 'discuss MRC funded work'

Quench policy - Working group to meet

Liability insurance, and insurance, in general - ABM to meet with university insurance officer.

GE training video - JL seeking video capture software.

Flu - All note hand hygiene.

YNiC Staff meeting

Agenda

15th January 2018

1. **Matters arising (actions)**

Meeting schedule

1. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Visit (see AOB)**
 - c. **Seminar**
2. **Building Matters [CF]**
 - a. **Lighting for reception/office area + Siemens**
3. **Clinical [JH JM]**
 - a. **Move to trial clinic model - Arrange meeting to plan change**
 - b. **Clinical Trial work**
4. **IT [JL]**
 - a. **AW to report on dicom viewer (online)**
5. **Equipment [AG]**
 - a. **Multiband update**
 - b. **Apps specialist, Colin, imaging joints at 3T.**
6. **User support [DC]**
 - a. **Tickets review**
7. **PI Projects [ABM]**
 - a. **GG contacted ABM about ‘vocal tract project’**
8. **Training [AG jH]**
 - a. **Seminar series - review**
9. **AOB**

MEG scanning ‘discuss MRC funded work’

Quench policy

Liability insurance, and insurance, in general

YNiC Staff meeting

Minutes

8th January 2018

1. **Matters arising (actions)**

Do the stuff on the actions list

1. **Communication - Weekly Update [ABM]**

- a. **Operator Badges - Operators only phasing in**
- b. **Report on optimization of cluster - better performance**
- c. **GE - 2-3pm repair bore lights**

2. **Building Matters [CF]**

- a. **Lighting for reception/office area + Siemens - ABM to contact YSPL about reception, JM to contact Estates**
- b. **Gastech - manifold maintenance - dealt with**
- c. **Phone issues - Monitor - no longer connection issues, but handset issues will be handled by JM**

3. **Clinical [JH JM]**

- a. **Move to trial clinic model - Arrange meeting to plan change**
- b. **Clinical Trial work - ABM to contact company**

4. **IT [JL]**

Brief report from JL on server upgrades - Went great , done! Everything patched and up to date - disks gone.

1. **Equipment [AG]**

- a. **Adapter for viewpix response box - On action list (can be installed if and when needed)**
- b. **GE - JH to brief - Bore lights will be fixed Tuesday 2-3pm. Cron job will be put on the scanner to track one of the logs - this is to check when brainwave errors occur.**
- c. **Multiband update - Alexandra has updated AW - Siemens say we need to pay. Get trial sequence (for 3 months). Talk to Siemens about cost of Carbon coil and how much may be left over for multiband.**

- d. Remote dicom viewing facility - AW to report next week on price.
- 2. User support [DC]
 - a. Tickets review - couple to be dealt with.
- 3. PI Projects [ABM]
 - a. GG contacted ABM about 'vocal tract project'
- 4. Training [AG jH]
 - a. Seminar series - review
- 5. AOB

Staff leave: share upcoming holidays etc

New role advertised - ABM briefed staff on the vacancy

JS & Shogo want to record speech in the scanner - hardware in place

MEG scanning 'discuss MRC funded work' - Looks like start no later than mid march is essential for completion. This includes hiring a person. Contact MH and SJ to seek views.

YNiC Staff meeting

Agenda

15th January 2018

1. **Matters arising (actions)**
Do the stuff on the actions list
1. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Report on optimization of cluster - better performance**
2. **Building Matters [CF]**
 - a. **Lighting for reception/office area + Siemens**
 - b. **Gastech - manifold maintenance**
 - c. **Phone issues - Monitor**
3. **Clinical [JH JM]**
 - a. **Move to trial clinic model - Arrange meeting to plan change**
 - b. **Clinical Trial work**
4. **IT [JL]**
Brief report from JL on server upgrades
1. **Equipment [AG]**
 - a. **Adapter for viewpix response box - On action list**
 - b. **GE - JH to brief**
 - c. **Multiband update**
2. **User support [DC]**
 - a. **Tickets review**
3. **PI Projects [ABM]**
 - a. **GG contacted ABM about ‘vocal tract project’**
4. **Training [AG jH]**
 - a. **Seminar series - review**
5. **AOB**

Staff leave: share upcoming holidays etc

New role advertised

JS & Shogo want to record speech in the scanner

MEG scanning 'discuss MRC funded work'

YNiC Staff meeting

Minutes

11th December 2017

1. **Matters arising (actions)**
Do the stuff on the actions list
1. **Communication - Weekly Update [ABM]**
 - a. **Operator Badges - Operators only phasing in**
 - b. **Users - closure reminder IT access**
2. **Building Matters [CF]**
 - a. **Door not closing 'Open Plan Far' - Monitor**
 - b. **Lighting for reception/office area + Siemens**
 - c. **Gastech - manifold maintenance**
 - d. **Phone issues - Monitor**
3. **Clinical [JH JM]**
 - a. **Referrer visits 8th December - JL/JH to report - Referrers had a good visit - shown the scanners, took pictures, perhaps courses (anatomy, perhaps MR physics). IT issues were also sorted for referrers. Think about usb drives.**
4. **IT [JL]**

Database server backs up - require repartitioning disks. Will happen this week.

Screen Saver - Still working on solution

Update on SPAM - Applied to all lists.
1. **Equipment [AG]**
 - a. **Adapter for viewpix response box - On action list**
 - b. **Build in plans for daily maintenance on MRI scanners**
2. **User support [DC]**
 - a. **Tickets review - quiet week - no outstanding issues**
3. **PI Projects [ABM]**
4. **Training [AG jH]**
5. **AOB**

Clinical booking today & Tomorrow

AG, JH, JM and ABM clinical policy review on Wednesday

JL will need help moving hardware DC and JL to liaise

JS & Shogo want to record speech in the scanner -

YNiC Staff meeting

Agenda

11th December 2017

1. **Matters arising (actions)**

Do the stuff on the actions list

1. **Communication - Weekly Update [ABM]**

- a. **Operator Badges**
- b. **Screen Saver**

2. **Building Matters [CF]**

- a. **Door not closing 'Open Plan Far' - Monitor**
- b. **Lighting for reception/office area + Siemens**
- c. **Gastech - manifold maintenance**
- d. **Phone issues - Monitor**

3. **Clinical [JH JM]**

- a. **Referrer visits 8th December - JL/JH to report**

4. **IT [JL]**

Buy some hard drives - database server backs up, but needs more space - JL to report on fix

Screen Saver - JL to report on fix

Update on SPAM

1. **Equipment [AG]**

- a. **Adapter for viewpix response box - On action list**
- b. **Mental health first aid - screen saver + poster above coffee machine**
- c. **Multiband on Siemens - ABM: funding route - ARW to seek out other options**
- d. **Build in plans for daily maintenance on MRI scanners**

2. **User support [DC]**

- a. **Tickets review - 7 (getting quieter)**
- b. **Posters - great job DC**

3. **PI Projects [ABM]**

4. **Training [AG jH]**

 a. **Dc and JH level 1 GE Wednesday**

5. **AOB**

AG: MRI safe specs - get a frame

YNiC Staff meeting

Minutes

4th December 2017

1. **Matters arising (actions)**
Do the stuff on the actions list
 1. **Communication - Weekly Update [ABM]**
 - a. **Operator badges - Bronte to print 1st December - for next week**
 - b. **SPAM issues - JL reports that messages to staff and users will work (may be some outstanding issues with participant pool/operator messages)**
 - c. **Closures over Christmas**
 - i. **13-15th IT - closed doors because no IT. Remote desktops down also.**
 - ii. **WC 18th no operator cover and clinical scanning**
 - iii. **WC 25th closed**
 - iv. **University opens 2nd Jan - operator cover 4th & 5th**
 - v. **WC 8th normal service resumes**
 2. **Building Matters [CF]**
 - a. **Door not closing 'Open Plan Far' - Monitor**
 - b. **Lighting for reception/office area + Siemens**
 - c. **Gastech - manifold maintenance**
 - d. **Phone issues - Monitor**
 3. **Clinical [JH JM]**
 - a. **Referrer visits 8th December - JL/JH**
 - b. **Letter to referrers - JH to circulate**
 4. **IT [JL]**
DICOM Compression - shift to long term internal project
Buy some hard drives - database server backs up, but needs more space.
1. **Equipment [AG]**
 - a. **Adapter for viewpix response box - On action list**

- b. Mental health first aid - screen saver + poster above coffee machine
 - c. Multiband on Siemens - ABM: funding route - ARW to seek out other options
 - d. ABM action Climatix Quote - on action list
 - e. Build in plans for daily maintenance on MRI scanners
 - 2. User support [DC]
 - a. Tickets review - 7 (getting quieter)
 - b. Posters - great job DC
 - 3. PI Projects [ABM]
 - 4. Training [AG jH]
 - a. Dc and JH level 1 GE Wednesday
 - 5. AOB
- AG: MRI safe specs - get a frame

YNiC Staff meeting

Agenda

4th December 2017

1. **Matters arising (actions)**
Do the stuff on the actions list
1. **Communication - Weekly Update [ABM]**
 - a. **Operator badges - Bronte to print 1st December**
 - b. **SPAM issues**
 - c. **Closures over Christmas**
2. **Building Matters [CF]**
 - a. **Door not closing 'Open Plan Far' - Monitor**
 - b. **Lighting for reception/office area + Siemens**
 - c. **Gastech - manifold maintenance**
 - d. **Phone issues - Monitor**
3. **Clinical [JH JM]**
 - a. **Referrer visits 8th December - JL/JH**
4. **IT [JL]**
DICOM Compression
1. **Equipment [AG]**
 - a. **Adapter for viewpix response box - On action list**
 - b. **Multiband on Siemens - ABM: funding route - ARW to seek out other options**
 - c. **ABM action Climatix Quote - on action list**
 - d. **Build in plans for daily maintenance on MRI scanners**
2. **User support [DC]**
 - a. **Tickets review**
3. **PI Projects [ABM]**
4. **Training [AG jH]**
 - a. **AG/JH to review comments on manuals**
 - b. **Training for YNiC staff level 0 (Siemens)**

- c. **Level 1 console training session GE scanner**
- 5. **AOB**

YNiC Staff meeting

Minutes

20th November 2017

1. **Matters arising (actions)**
 - a. **Air Handling Service Contract [ABM] - under control**
2. **Communication - Weekly Update [ABM]**
 - a. **PAT test - maybe when we are closed**
3. **Building Matters [CF]**
 - a. **Door not closing 'Open Plan Far'**
 - b. **Lighting for reception/office area**
 - c. **Gastech - manifold maintenance**
4. **Clinical [JH JM]**
 - a. **Re-engage with the policy meeting - THursday meeting**
 - b. **Survey appointment timing - ABM to share Q's**
5. **IT [JL]**
 - a. **Preparing for the upgrade**
6. **Equipment [AG]**
 - a. **PAT testing - AM proposed dates 13th-15th Dec**
 - b. **Potential purchase of lumitouch? Option found, but needs datapix ARW AG**
 - c. **Multiband on Siemens - ABM: funding route - AG to seek out other options**
 - d. **JH proposing another date for GE engineer visit WC 18th Dec (White pixel)**
7. **User support [DC]**
 - a. **Tickets review**
8. **PI Projects [ABM]**
 - a. **Msc projects - AG ABM ARW to meet soon**
 - b. **ABM: Thanks for getting back to me and giving me an idea about costs. Yes, we only need one T1 scan for each person. Back when we could still do this in**

Hull, we also bundled up student volunteers of 4 -6 students, drove them to the hospital, and acquired scans back to back (about 15 minutes per person). Would that work for you?

- i. Four an hour - nominal
 - ii. Charge for actual time used
 - iii. Ethics
 - iv. Preregister and safety screening
9. **Training [AG jH]**
- a. **Rachel: Having read through the training guides prior to the Siemens training, there were a few things that I picked up on. It's mainly clarification on things I'm not currently doing. It may just be me but you never know! AG/JH to review comments on manuals**

10. **AOB**

ARW: I'm just looking over the minutes of the PGSSF meeting in October (attached). I note a couple of comments relating to YNiC - specifically the request that MRes students are included on YNiC comms and clarification about which YNiC seminars are mandatory (all of them I suspect). Did you get this? AG to send link on how to join the mailing list.

ABM: My name is Rebecca Jewitt, and I currently in my 3rd year of studying MPhys physics at the University of York. I am extremely interested in medical physics, particularly medical imaging, and I was wondering if I could do some work experience with York Diagnostic Imaging over the summer. **ABM to refer her to Karla. Leeds Hyperpolarization project. Annueurin.**

YNiC Management Board - changing rooms - large one-off costs

YNiC Staff meeting

Agenda

20th November 2017

1. **Matters arising (actions)**
 - a. **Air Handling Service Contract [ABM]**
2. **Communication - Weekly Update [ABM]**
 - a. **PAT test**
3. **Building Matters [CF]**
 - a. **Door not closing 'Open Plan Far'**
 - b. **Lighting for reception/office area**
 - c. **Gastech - manifold maintenance**
4. **Clinical [JH JM]**
 - a. **Re-engage with the policy meeting**
 - b. **Survey appointment timing**
5. **IT [JL]**
 - a.
6. **Equipment [AG]**
 - a. **PAT testing - AM proposed dates 13th-15th Dec**
 - b. **Potential purchase of lumitouch? Option found**
 - c. **Multiband on Siemens - ABM: funding route**
7. **User support [DC]**
 - a. **Tickets review**
8. **PI Projects [ABM]**
 - a. **Msc projects**
 - b. **ABM: Thanks for getting back to me and giving me an idea about costs. Yes, we only need one T1 scan for each person. Back when we could still do this in Hull, we also bundled up student volunteers of 4 -6 students, drove them to the hospital, and acquired scans back to back (about 15 minutes per person). Would that work for you?**
9. **Training [AG jH]**

- a. Rachel: Having read through the training guides prior to the Siemens training, there were a few things that I picked up on. It's mainly clarification on things I'm not currently doing. It may just be me but you never know! AG/JH to review comments on manuals

10. AOB

ARW: I'm just looking over the minutes of the PGSSF meeting in October (attached). I note a couple of comments relating to YNiC - specifically the request that MRes students are included on YNiC comms and clarification about which YNiC seminars are mandatory (all of them I suspect). Did you get this?

ABM: My name is Rebecca Jewitt, and I currently in my 3rd year of studying MPhys physics at the University of York. I am extremely interested in medical physics, particularly medical imaging, and I was wondering if I could do some work experience with York Diagnostic Imaging over the summer.

YNiC Management Board

YNiC Staff meeting

Agenda

13th November 2017

1. **Matters arising (actions)**
 - a. **Air Handling Service Contract [ABM] - ABM to contact Climatix**
2. **Communication - Weekly Update [ABM]**
 - a. **Thursday, Climatix**
 - b. **Seminar - Tony 'Internal Projects'**
 - c. **Closures at Christmas - operator cover**
 - d. **IT closure - wed-Fri wc 11/12**
 - e. **Tip of the week: Change permissions - wiki page**
3. **Building Matters [CF]**
 - a. **Door not closing 'Open Plan Far' - ABM to contact YSPL**
 - b. **Lighting for reception/office area**
 - c. **Gastech - manifold maintenance**
 - d. **Siemens light warranty - JM to check with Uni Estates**
4. **Clinical [JH JM]**
 - a. **Briefing on policy meeting [ABM] - ABM reported on positive progress**
5. **IT [JL]**
 - a. **Report on Clune meeting - ARW reported that we will push ahead will public dataset on uni system**
6. **Equipment [AG]**
 - a. **PAT testing - ABM to contact YSPL**
 - b. **New MEG He fill approaches - DC contact Sam to discuss He fill**
 - c. **Potential purchase of lumitouch? - AG price up options.**
 - d. **Multiband on Siemens - ARW to write to PI community**

- e. TMS lab - keep on agenda for next week AG
- 7. User support [DC]
 - a. Tickets review - 16 tickets
- 8. PI Projects [ABM]
 - a. Msc projects - discuss next week
- 9. Training [AG jH]

Training level 0 and level 1s

Electrical engineering visit Wed 1330

NatSci tour Tuesday 1230-1300

- 1. AOB

Filming visit Magda Sliwinska. ABM reply, copying in JH.

Emma Robinson, Bronte McKeown and Jackie Mayhew level 0.

Fax issues remain

YNiC Staff meeting

Agenda

13th November 2017

1. **Matters arising (actions)**
 - a. **Air Handling Service Contract [ABM]**
2. **Communication - Weekly Update [ABM]**
 - a. **Thursday, Climatix**
 - b. **Seminar - Tony 'Internal Projects'**
 - c. **Closures at Christmas - operator cover**
 - d. **IT closure - wed-Fri wc 11/12**
 - e. **Tip of the week: Change permissions - wiki page**
3. **Building Matters [CF]**
 - a. **Door not closing 'Open Plan Far'**
 - b. **Lighting for reception/office area**
 - c. **Gastech - manifold maintenance**
 - d. **Siemens light warranty**
4. **Clinical [JH JM]**
 - a. **Briefing on policy meeting [ABM]**
5. **IT [JL]**
 - a. **Report on Clune meeting**
6. **Equipment [AG]**
 - a. **PAT testing**
 - b. **New MEG He fill approaches**
 - c. **Potential purchase of lumitouch?**
 - d. **Multiband on Siemens**
 - e. **TMS lab**
7. **User support [DC]**
 - a. **Tickets review**
8. **PI Projects [ABM]**
 - a. **Msc projects**
9. **Training [AG jH]**

10. **AOB**

Filming visit Magda Sliwinska

YNiC Staff meeting

Agenda

13th November 2017

1. **Matters arising (actions)**
 - a. **Air Handling Service Contract**
2. **Communication - Weekly Update [ABM]**
 - a. **GE planned maintenance Thursday, MEG cooldown**
 - b. **Tip of the week : support@ynic**
3. **Building Matters [CF]**
 - a. **Door not closing 'Open Plan Far'**
 - b. **Lighting for reception/office area**
 - c. **Gastech - manifold maintenance**
 - d. **Siemens light warranty**
4. **Clinical [JH JM]**
 - a. **Chaperone implementation**
 - b. **Arrange meeting to arrange policy review**
 - c. **Nurse call procedure**
5. **IT [JL]**
 - a. **Closures for Xmas**
6. **Equipment [AG]**
 - a. **MEG cool down**
 - b. **GE planned maintenance**
7. **User support [DC]**
 - a. **Tickets - how many**
 - b. **Charging for fixing data**
8. **PI Projects [ABM]**
 - a. **Cairney sleep deprivation**
9. **Training [AG jH]**
 - a. **Ongoing training Feedback from AG - some projects awaiting ethics, then booking will increase on Siemens]**

10. **AOB**

Fax Machine - contact fax referers

YNiC Staff meeting

Minutes

6th November 2017

1. **Matters arising (actions)**
 - a. **Air Handling Service Contract - ABM to contact University Estates**
2. **Communication - Weekly Update [ABM]**
 - a. **GE planned maintenance Thursday, MEG cooldown - ABM to email users**
 - b. **Tip of the week : support@ynic**
3. **Building Matters [CF]**
 - a. **Door not closing 'Open Plan Far' - ABM to report to YSPL**
 - b. **Lighting for reception/office area - ABM to talk to Adam**
 - c. **Gastech - manifold maintenance - 3 manifolds to be serviced**
 - d. **Siemens light warranty - JM contacted UoY Estates monitor situation**
4. **Clinical [JH JM]**
 - a. **Chaperone implementation**
 - b. **Arrange meeting to arrange policy review - ABM Email Meeting Thursdays at 11am**
 - c. **Nurse call procedure - AG to arrange drill today**
5. **IT [JL]**
 - a. **Closures for Xmas. JL reported that 13th - 15th December will be used for IT upgrades for 3 days.**
6. **Equipment [AG]**
 - a. **MEG cool down - staff to note that help may be required**
 - b. **GE planned maintenance - AG JH to test EPIs while engineers in attendance**
7. **User support [DC]**
 - a. **Tickets - 11 - 15 over recent weeks**

- b. Charging for fixing data. Scanner has to be used to re-label data if errors in entry are made. Prepare email to operators to indicate that there will be a charge. Also, indicate the integrity to data is their responsibility.
- 8. PI Projects [ABM]
 - a. Cairney sleep deprivation. AG training issue - perhaps to combine with trainees that DC is dealing with. AG and DC to liaise.
- 9. Training [AG jH]
 - a. Ongoing training Feedback from AG - some projects awaiting ethics, then booking will increase on Siemens
- 10. AOB

Fax Machine - contact fax referers - ABM to contact YSPL

JM - Email concerning courses for referring

YNiC Staff meeting

Agenda

6th November 2017

1. **Matters arising (actions)**
 - a. **Air Handling Service Contract**
2. **Communication - Weekly Update [ABM]**
 - a. **GE planned maintenance Thursday, MEG cooldown**
 - b. **Tip of the week : support@ynic**
3. **Building Matters [CF]**
 - a. **Door not closing 'Open Plan Far'**
 - b. **Lighting for reception/office area**
 - c. **Gastech - manifold maintenance**
 - d. **Siemens light warranty**
4. **Clinical [JH JM]**
 - a. **Chaperone implementation**
 - b. **Arrange meeting to arrange policy review**
 - c. **Nurse call procedure**
5. **IT [JL]**
 - a. **Closures for Xmas**
6. **Equipment [AG]**
 - a. **MEG cool down**
 - b. **GE planned maintenance**
7. **User support [DC]**
 - a. **Tickets - how many**
 - b. **Charging for fixing data**
8. **PI Projects [ABM]**
 - a. **Cairney sleep deprivation**
9. **Training [AG jH]**
 - a. **Ongoing training Feedback from AG - some projects awaiting ethics, then booking will increase on Siemens]**

10. **AOB**

Fax Machine - contact fax referers

YNiC Staff meeting

Minutes

30th October 2017

1. **Matters arising (actions)**
 - a. **Air Handling Service Contract**
 - b. **Card payment feedback and phone line**
2. **Communication - Weekly Update [ABM]**
 - a. **Response to alarms - ABM/AG training**
 - b. **Seminar - AG ‘managing your project’**
 - c. **ABM to ask TA about B020 booking for CN**
 - d. **Type man**
3. **Building Matters [CF]**
 - a. **Door not closing ‘Open Plan Far’**
 - b. **Floor box under Claire’s desk**
 - c. **Lighting for reception/office area**
 - d. **Gastech - manifold maintenance**
4. **Clinical [JH JM]**
 - a. **Progress report on reading policies**
 - b. **Chaperone implementation**
 - c. **Arrange meeting to arrange policy review ABM**
 - d. **Nurse call procedure - 10 minute training**
5. **IT [JL]**
 - a. **Remote access to security computer**
6. **Equipment [AG]**
 - a. **MEG cool down - need source dewar**
 - b. **GE attended - coolant fill on gradient cooling system
AG to monitor**
 - c. **AHUs fixed**
7. **User support [DC]**
 - a. **Tickets - DC to use search in RT to look at resolved
tickets per week**

8. **PI Projects [ABM]**
 - a. **Jonny Smallwood's lab usage**
9. **Training [AG jH]**
 - a. **Ongoing training**
10. **AOB**

YNiC Staff meeting

Agenda

6th November 2017

1. **Matters arising (actions)**
 - a. **Air Handling Service Contract**
 - b. **Card payment feedback and phone line**
2. **Communication - Weekly Update [ABM]**
 - a. **Seminar - AG ‘managing your project’**
 - b. **ABM to ask TA about B020 booking for CN**
 - c. **Type man**
3. **Building Matters [CF]**
 - a. **Door not closing ‘Open Plan Far’**
 - b. **Floor box under Claire’s desk**
 - c. **Lighting for reception/office area**
 - d. **Gastech - manifold maintenance**
4. **Clinical [JH JM]**
 - a. **Progress report on reading policies**
 - b. **Chaperone implementation**
 - c. **Arrange meeting to arrange policy review**
 - d. **Nurse call procedure**
5. **IT [JL]**
 - a. **Remote access to security computer**
6. **Equipment [AG]**
 - a. **MEG cool down**
 - b. **GE attended - coolant fill on gradient cooling system**
 - c. **AHUs fixed**
7. **User support [DC]**
 - a. **Tickets - how many**
8. **PI Projects [ABM]**
 - a. **Jonny Smallwood’s lab usage**
9. **Training [AG jH]**

- a. Ongoing training Feedback from AG - some projects awaiting ethics, then booking will increase on Siemens]

10. AOB

Fax Machine

YNiC Staff meeting

minutes

23rd October 2017

1. **Matters arising (actions)**
 - a. **Message to key holders and staff RE: locking up ABM/CF**
 - b. **Air Handling Service Contract - ABM to follow up**
 - c. **Card payment feedback - JL to check and liaise with JM re fax**
2. **Communication - Weekly Update [ABM]**
 - a. **Empty trash**
 - b. **MPsych pilots**
3. **Building Matters [CF] - ABM to follow up**
 - a. **Door not closing ‘Open Plan Far’**
 - b. **Floor box under Claire’s desk**
 - c. **Lighting for reception/office area**
 - d. **Gastech - manifold maintenance**
4. **Clinical [JH JM]**
 - a. **Progress report on reading policies. Update JM finished BM and ER nearly there**
 - b. **Patient leaflets - JM JH to liaise with JL to find old version and update**
5. **IT [JL]**
 - a. **Remote access to security computer - DONE**
6. **Equipment [AG]**
 - a. **MEG cool down - ABM to order equipment and helium. GO noGO by wednesday for WC 6/11**
7. **User support [DC]**
 - a. **Relatively quiet. Magda Allocation of hours - Gareth Gaskell**
8. **PI Projects [ABM]**
 - a. **MSc project offer deadline 30th October**

- b. Deep and Frequent - not quite there yet, show no immediate pressure
- 9. Training [AG jH]
 - a. Risk assessment for console only operators - Take to H&S
 - b. Non-native English Speakers - Clarity of instructions for safety and comfort of participants and other operators. Scripts for operators to be considered.
 - c. Access to to all facilities - Entrance doors ABM to contact Mike Burton and Estates about powered doors.
- 10. AOB
 - a. Indiction
 - b. Christmas closure. No clinical scanning from WC 18th December

YNiC Staff meeting

Agenda

23rd October 2017

1. **Matters arising (actions)**
 - a. **Message to key holders and staff RE: locking up ABM/CF**
 - b. **Air Handling Service Contract**
 - c. **Card payment feedback**
2. **Communication - Weekly Update [ABM]**
3. **Building Matters [CF]**
 - a. **Door not closing ‘Open Plan Far’**
 - b. **Floor box under Claire’s desk**
 - c. **Lighting for reception/office area**
 - d. **Gastech - manifold maintenance**
4. **Clinical [JH JM]**
 - a. **Progress report on reading policies**
5. **IT [JL]**
 - a. **Remote access to security computer**
6. **Equipment [AG]**
 - a. **MEG cool down**
7. **User support [DC]**
8. **PI Projects [ABM]**
9. **Training [AG jH]**
 - a. **Risk assessment for console only operators**
 - b. **Non-native English Speakers**
 - c. **Access to to all facilities**
10. **AOB**
 - i.

YNiC Staff meeting

Minutes

16th October 2017

1. **Matters arising (actions)**
 - a. **Message to key holders and staff RE:** locking up - no longer using the black key fobs
 - b. **Wade testing code** - will pick this up on his return from the US
2. **Communication - Weekly Update**
 - a. **Level 1 training ‘console training’**
 - b. **ls -l >**
3. **Building Matters**
 - a. **Door not closing ‘Open Plan Far’** - CF to chase YSPL
 - b. **Floor box under Claire’s desk**
 - c. **Lighting for reception/office area** - CF to request a quotation
 - d. **Climatix - GE air handling units** - PO raised, awaiting a date for the engineer to attend.
 - e. **Gastech - manifold maintenance** - CF emailed Alan in estates to request a quote that matches the current service and maintenance agreement with MIGS.
4. **Clinical**
 - a. **Restart our meetings in November** - meeting once a week to begin with as JM not available on Fridays. CF and JM to discuss any feedback items on a Thursdays, CF to report on Fridays.
5. **IT**
 - a. **Visualization software: update**
6. **Equipment**
 - a. **AHUs in GE plant room: update AG** - awaiting engineer
 - b. **Helium fill issue in MEG** - MH and SJ managed to remove the dewer will Vac the dewer today.
1. **User support**

- a. **Matlab - vista causing issues** - ongoing issues, AG to report back.
- b. **Stim PCs** - ABM confirmed this lab would like their own stim pc, AG and JI discussed the pro's and con's, ABM to discuss with his lab.
- 2. **PI Projects**
- 3. **Training**
 - a. BM/CF have created an admin training log, CF will carry out training for BM and JM will carry out training for ER.
- 4. **AOB**

Internal project meeting - ABM thanked the team for their input in the internal meeting and would welcome further suggestions during staff meetings.

Email from referer non-confidential - JH to advise the clinic not to share patient identifiable details in an unsecure email.

Friday report meeting, the meeting has been moved to the new start time of 10am.

Clinical meeting

Agenda

9th of October 2017

- 1. Matters arising
- 2. Caseload review
 - a. Complex case - 16 year old. All to share, review and reflect for future approaches
- 3. Outstanding reports
- 4. Staffing/timetabling
 - a. Interim arrangements*
 - b. Scoping/Brainstorming about service scheduling*
 - c. Closures - discuss*

*Meeting has been scheduled to take this issue

- 1. Safety updates
 - a. JH to ask GE and Siemens to forward safety updates: Report back
- 2. Exam protocols
 - a. Nothing to note

3. AOB

- a. Discussion of protocol procedure: Who does what and how is it communicated within the team?
- b. Infection control* - CF to arrange policy review and meeting to discuss roll out of infection control policy and establish a list of products to order.
- c. Training files ACTION: All clinical staff to set up CPD files.
- d. Support Services Meeting - Monday 16 October from 11:00 - 12:00 in room PS/B 002.
- e. Chiropractic Plus 12 Regent Street, Pocklington, would like 20 more leaflets, where are the leaflets?
- f.

Internal Projects 2016-2017 [** - for discussion at this meeting]

- i. Reformat use of space [largely DONE - next phase dependent on Siemens fit out]
- ii. Fit out Siemens Scanner [completed April 2017]
- iii. Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]
- iv. IT documentation for handover [completed]
- v. Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]
- vi. Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]
- vii. Document Stimulus Equipment and code base for generating stimuli
- viii. Document analysis scripting
- ix. Refactor visualization code+

YNiC Staff meeting

Agenda

16th October 2017

1. **Matters arising (actions)**
 - a. **Message to key holders and staff RE: locking up**
 - b. **Wade testing code**
2. **Communication - Weekly Update**
 - a. **Level 1 training ‘console training’**
 - b. **ls -l >**
3. **Building Matters**
 - a. **Door not closing ‘Open Plan Far’**
 - b. **Floor box under Claire’s desk**
 - c. **Lighting for reception/office area**
 - d. **Climatix - GE air handling units**
 - e. **Gastech - manifold maintenance**
4. **Clinical**
 - a. **Restart our meetings in November**
5. **IT**
 - a. **Visualization software: update**
6. **Equipment**
 - a. **AHUs in GE plant room: update AG**
 - b. **Helium fill issue in MEG**
1. **User support**
 - a. **Matlab - vista causing issues**
 - b. **Stim PCs**
2. **PI Projects**
3. **Training**
4. **AOB**

Internal project meeting

Email from referer non-confidential

YNiC Staff meeting

Agenda

9th October 2017

1. **Matters arising (actions)**
 - a. **Plants**
 - b. **Internal project meeting**
 - c. **Message to key holders and staff RE: locking up**
2. **Communication - Weekly Update**
 - a. **Web page with all training docs : <https://www.ynic.york.ac.uk/docs/forms>**
 - b. **Updated MRI Screening forms**
 - c. **Changes to local rules**
 - d. **Tip of the week**
 - e. **Poster slots still available**
 - f. **Seminar reschedule**
 - g. **Training 14 operators**
 - h. **GE update**
 - i. **Faculty - email about UG project ethics**
3. **Building Matters**
 - a. **Door not closing 'Open Plan Far'**
 - b. **Does the raised plinth work? Plan to anchor to wall by extending desk in depth?**
4. **Clinical**
 - a. **Report back on first clinical review meeting - ABM**
 - b. **Advice for Ross on scan protocol for 'Singing' project**
5. **IT**
 - a. **Visualization software: host and communicate hosting**
 - b. **Remote access to security computer - option appraisal**
6. **Equipment**
 - a. **AHUs in GE plant room: update AG**
 - b. **Umbrellas - ABM to report**

- c. **GE Oxygen sensor issue**
- d. **Helium fill issue in MEG**
- 1. **User support**
 - a. **Matlab - vista causing issues**
- 2. **PI Projects**
 - a. **Add JS to staff list**
- 3. **Training**
 - a. **Training project booking**
- 4. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**
 - d. **IT documentation for handover [completed]**
 - e. **Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]**
 - f. **Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]**
 - g. **Document Stimulus Equipment and code base for generating stimuli**
 - h. **Document analysis scripting**
 - i. **Refactor visualization code**
- 5. **AOB**

Clinical meeting

Agenda

9th of October 2017

- 1. **Matters arising**
- 2. **Caseload review**
 - a. **Complex case - 16 year old. All to share, review and reflect for future approaches**

3. Outstanding reports
4. Staffing/timetabling
 - a. Interim arrangements*
 - b. Scoping/Brainstorming about service scheduling*
 - c. Closures - discuss*

*Meeting has been scheduled to take this issue

1. Safety updates
 - a. JH to ask GE and Siemens to forward safety updates: Report back
2. Exam protocols
 - a. Nothing to note
3. AOB
 - a. **Discussion of protocol procedure: Who does what and how is it communicated within the team?**
 - b.

YNiC Staff meeting

Minutes

2nd of October 2017

1. **Matters arising (actions)**
 - a. **Capital equipment ABM/AG deadline 6/10**
 - b. **Plants** - JM to choose plants
 - c. **Internal project meeting** - confirmed for the 10th of October at 1.pm.
 - d. **Participant Friday evening** - discussion regarding the possible participants behavior, no further action required.
2. **Communication - Weekly Update**
 - a. **Tip of the week** JL and DC to look at options.
3. **Building Matters**
 - a. **Poster plan** - updated posters all centre around vision, ABM would prefer a mixed selection, ABM/AW/AG/JL/DC to look at options for further posters.
 - b. **Ask for access to temperature control** - ABM to write to YSPL to ask for access to the temperature control system.
4. **Clinical**
 - a. 8 patients booked this week
5. **IT**
 - a. **Visualization software: AG to report** - AW suggested using GIT hub to give users access to the software, will discuss with AG on his return.
 - b. **JL to share MH's views**
6. **Equipment**
 - a. **AHUs in GE plant room: update AG - CF to ask Climatize to attend site**
1. **User support**
 - a. **No issues to note**
2. **PI Projects**
 - a. **Contact JS for meeting about his project needs** - CF to ask JS if he has time to meet on Wednesday the 4th to discuss his labs project needs.

3. **Training**

- a. **Upcoming training and planning it** - AG to share the training plan by email
- b. **Action** - ABM to sign off on the Siemens Scanner training

4. **Internal Projects 2016-2017 [** - for discussion at this meeting]**

- a. **Reformat use of space** [largely DONE - next phase dependent on Siemens fit out]
- b. **Fit out Siemens Scanner** [completed April 2017]
- c. **Apps training** [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]
- d. **IT documentation for handover** [completed]
- e. **Operator training** [AG led on training drive, MRI and MEG - completed for 2016-17]
- f. **Plan for Thursday Seminars** [plan sent to Jonny Smallwood in December 2016]
- g. **Document Stimulus Equipment and code base for generating stimuli**
- h. **Document analysis scripting**
- i. **Refactor visualization code**

5. **AOB**

List of key holders to contact about alarm procedure- ABM to email key holders advising of the locking up and alarming instructions, advising staff the whole building had been locked so no one could gain access to the reception area to unlock the doors.

Staff were notified and invited to attend the following talk. -

Dilemmas of patient choice: findings from a conversation analytic study of neurology outpatient consultations

Wednesday 8 November 2017, 4.00pm to 5.00pm

Speaker: Dr Merran Toerien

Recent, widely-publicized Royal College of Surgeons' (RCS, 2016) guidelines on consent specify that "the aim of the discussion about consent is to give the patient the information they need to make a decision about what treatment or procedure (if any) they want" (p. 4). The RCS argues that this will require "a change in attitude from surgeons" (p. 3), which they characterise as a shift away from a "paternalistic approach" (p. 3). The RCS guidance is also directed at "other healthcare professionals" (p. 4), implying that similar changes may well be needed in other specialties. At the time this guidance came out, I happened to be working as part of a team of social scientists and neurologists focused on patient choice in neurology. This is a speciality where one could expect a version of the RCS guidance to be already embedded in practice, given that The National Service Framework (NSF) for long-term conditions (Department of Health, 2005) – which has been in place for over a decade – specifies that patients should "receive appropriate information before starting medication to enable *informed choice*" (p. 27, emphasis added). However, not only do our findings suggest that neurologists are still overwhelmingly more likely to make recommendations than to use the kinds of consent practices recommended by the RCS, but there is substantial evidence within our dataset of a range of dilemmas posed – for both doctor and patient – by the enactment of patient choice in practice. In this talk, I engage critically with the RCS guidelines on the basis of our analysis of over 200 recorded neurology outpatient consultations together with self-report data collected pre- and post-recording. My aim is not to suggest a return to a paternalistic conceptualisation of the doctor-patient relationship, but rather to highlight the problems inherent in proposing 'informed choice' as necessarily the best alternative to paternalism.

Merran Toerien is Senior Lecturer in the Department of Sociology at the University of York. Her primary area of expertise is conversation analysis, an approach to examining the social world that depends on fine-grained study of real-world, recorded interactions. Beginning with her PhD research on beauty salon interactions, she has focused mainly on talk in the workplace. This includes nurse-patient interaction during recruitment to medical trials, personal adviser-client interactions in Jobcentres, and neurologist-patient interaction in outpatient clinics. She is fascinated by the subtle ways in which people disagree with each other, and the magnificently deft ways we have of maintaining social solidarity in the face of disagreement.

Location: Wentworth College, W/222

Admission: FREE - Eventbrite ticket

<https://www.york.ac.uk/sociology/about/department/2017/dilemmasofpatientchoice/>

Clinical meeting

Agenda

2nd of October 2017

No meeting held

1. Matters arising
2. Caseload review
 - a. Complex case - 16 year old. All to share, review and reflect for future approaches
3. Outstanding reports
4. Staffing/timetabling
 - a. Interim arrangements*
 - b. Scoping/Brainstorming about service scheduling*
 - c. Closures - discuss*

*Meeting has been scheduled to take this issue

1. Safety updates
 - a. JH to ask GE and Siemens to forward safety updates: Report back
2. Exam protocols
 - a. Nothing to note
3. AOB
 - a. **Discussion of protocol procedure: Who does what and how is it communicated within the team?**
 - b. **Infection control* - CF to arrange policy review and meeting to discuss roll out of infection control policy and establish a list of products to order.**
 - c. **Training files ACTION: All clinical staff to set up CPD files.**
 - d. **Support Services Meeting - Monday 16 October from 11:00 - 12:00 in room PS/B 002.**
 - e. **Chiropractic Plus 12 Regent Street, Pocklington, would like 20 more leaflets, where are the leaflets?**

YNiC Staff meeting

Agenda

2nd of October 2017

1. **Matters arising (actions)**
 - a. **Capital equipment ABM/AG deadline 6/10**
 - b. **Plants**
 - c. **Internal project meeting**
 - d. **Participant Friday evening - AG/CF**
2. **Communication - Weekly Update**
 - a. **Tip of the week**
3. **Building Matters**
 - a. **Poster plan**
 - b. **Ask for access to temperature control**
4. **Clinical**
 - a. **— Separate agenda at end of this report**
5. **IT**
 - a. **Visualization software: AG to report**
 - b. **JL to share MH's views**
6. **Equipment**
 - a. **AHUs in GE plant room: update AG**
1. **User support**
2. **PI Projects**
 - a. **Contact JS for meeting about his project needs**
3. **Training**
 - a. **Upcoming training and planning it**
 - b. **ABM to sign off on the Siemens Scanner training**
4. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**

- c. Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]
- d. IT documentation for handover [completed]
- e. Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]
- f. Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]
- g. Document Stimulus Equipment and code base for generating stimuli
- h. Document analysis scripting
- i. Refactor visualization code

5. **AOB**

List of key holders to contact about alarm procedure

Clinical meeting

Agenda

02nd of October 2017

- 1. Matters arising
- 2. Caseload review
 - a. Complex case - 16 year old. All to share, review and reflect for future approaches
- 3. Outstanding reports
- 4. Staffing/timetabling
 - a. Interim arrangements*
 - b. Scoping/Brainstorming about service scheduling*
 - c. Closures - discuss*

*Meeting has been scheduled to take this issue

- 1. Safety updates
 - a. JH to ask GE and Siemens to forward safety updates: Report back
- 2. Exam protocols
 - a. Nothing to note
- 3. **AOB**

- a. Discussion of protocol procedure: Who does what and how is it communicated within the team?
- b. Infection control* - CF to arrange policy review and meeting to discuss roll out of infection control policy and establish a list of products to order.
- c. Training files ACTION: All clinical staff to set up CPD files.
- d. Support Services Meeting - Monday 16 October from 11:00 - 12:00 in room PS/B 002.
- e. Chiropractic Plus 12 Regent Street, Pocklington, would like 20 more leaflets, where are the leaflets?

YNiC Staff meeting

Minutes

25th September 2017

1. **Matters arising (actions)**

CF to arrange a meeting with ABM, AG, JH, CF, ARW and JM to discuss clinical service DONE

JH to request Siemens and GE safety updates by email, to include generic reception email. DONE

ABM has requested staff members email their contact numbers for security services records DONE

Christmas fills - responses from DC and AG

1. **Communication - Weekly Update**

- a. **Term starts this week**
- b. **Timetable**
- c. **MSc Induction**
- d. **Request for new posters**

2. **Building Matter**

- a. **Reception furnishings - finishing touches - further plants**
- b. **Removal of old desk - no responses to recycling the desk, JL to arrange disposal.**

3. **Clinical**

- a. **ABM noted the 30 minute gap in between appointments and asked staff to try and avoid gaps where possible.**

4. **IT**

- a. **Visualization software: AG to report - new product should be available soon, AG to ask users to test it.**
- b. **ARW/JL Potential referral pathway via online form JL and ARW to report, to be added to the internal project list, JL/JM/CF to meet and discuss referral pathway.**

5. **Equipment**

- a. **'In FTSG Rebekah requested that the capital equipment replacement plan spreadsheet be updated by the 6th of Oct. I notice that you've filled in some equipment for YNiC but there are no associated figures. I said I'd ask if you could have it completed for the 6th, thanks.' - Garry Turner**

ACTION: AG to discuss with Gary Turner in Psychology, then report back to ABM

1. **User support**
 - a. **New starters will require support after inductions, help with passwords etc.**
 - b. **Working group to be set up to look at Induction/IT account policy, (do new users need inductions before being given and IT account.)**
2. **PI Projects**
 - a. **Nothing to note**
3. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**
 - d. **IT documentation for handover [completed]**
 - e. **Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]**
 - f. **Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]**
 - g. **Document Stimulus Equipment and code base for generating stimuli**
 - h. **Document analysis scripting**
 - i. **Refactor visualization code**
4. **AOB**
 - a. **Meeting to put together a list of internal projects for the year**

- b. **Alarm at entrance, ABM to look at this with staff at 5pm**

Clinical meeting

Agenda

25th September 2017

1. Matters arising
2. Caseload review
 - a. Complex case - 16 year old. All to share, review and reflect for future approaches
3. Outstanding reports
4. Staffing/timetabling
 - a. Interim arrangements*
 - b. Scoping/Brainstorming about service scheduling*
 - c. Closures - discuss*

*Meeting has been scheduled to take this issue

1. Safety updates
 - a. JH to ask GE and Siemens to forward safety updates: Report back
2. Exam protocols
 - a. Nothing to note
3. AOB
 - a. **Discussion of protocol procedure: Who does what and how is it communicated within the team?**
 - b. **Infection control* - CF to arrange policy review and meeting to discuss roll out of infection control policy and establish a list of products to order.**
 - c. **Training files ACTION: All clinical staff to set up CPD files.**

YNiC Staff meeting

Agenda

25th September 2017

1. **Matters arising (actions)**

CF to arrange a meeting with ABM, AG, JH, CF, ARW and JM to discuss clinical service DONE

JH to request Siemens and GE safety updates by email, to include generic reception email. DONE

ABM has requested staff members email their contact numbers for security services records DONE

Christmas fills - responses from DC and AG

1. **Communication - Weekly Update**

- a. **Term starts this week**
- b. **MSc Induction**

2. **Building Matter**

- a. **Reception furnishings - finishing touches**
- b. **Removal of old desk**

3. **Clinical**

— **Separate agenda at end of this report**

1. **IT**

- a. **Visualization software: AG to report**
- b. **ARW:L Potential referral pathway via online form
JL and ARW to report**

2. **Equipment**

- a. **'In FTSG Rebekah requested that the capital equipment replacement plan spreadsheet be updated by the 6th of Oct. I notice that you've filled in some equipment for YNiC but there are no associated figures. I said I'd ask if you could have it completed for the 6th, thanks.' - Garry Turner**

ACTION: AG and ABM to liaise

- 1. **User support**
- 2. **PI Projects**

3. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**
 - d. **IT documentation for handover [completed]**
 - e. **Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]**
 - f. **Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]**
 - g. **Document Stimulus Equipment and code base for generating stimuli**
 - h. **Document analysis scripting**
 - i. **Refactor visualization code**
4. **AOB**
 - a. **Meeting to put together a list of internal projects for the year**
 - b. **Alarm at entrance**

Clinical meeting

Agenda

25th September 2017

1. **Matters arising**
2. **Caseload review**
 - a. **Complex case - 16 year old. All to share, review and reflect for future approaches**
3. **Outstanding reports**
4. **Staffing/timetabling**
 - a. **Interim arrangements***
 - b. **Scoping/Brainstorming about service scheduling***
 - c. **Closures - discuss***

*Meeting has been scheduled to take this issue

1. Safety updates
 - a. JH to ask GE and Siemens to forward safety updates: Report back
2. Exam protocols
 - a. Nothing to note
3. AOB
 - a. **Discussion of protocol procedure: Who does what and how is it communicated within the team?**
 - b. **Infection control* - CF to arrange policy review and meeting to discuss roll out of infection control policy and establish a list of products to order.**
 - c. **Training files ACTION: All clinical staff to set up CPD files.**

YNiC Staff meeting

Minutes

18th September 2017

1. **Matters arising**
2. **Communication - Weekly Update**
 - a. **Term starts next week**
 - b. **MSc Induction**
3. **Building Matter**
 - a. **Reception furnishings**
 - b. **Removal of old desk - no takers from internal recycling, JL to place the desk on Gumtree and Preloved**
4. **Clinical**
 - a. **Update - no scanning Monday and Tuesday (WC 25th) while CF and JM prepare for MSc inductions**
5. **IT**
 - a. **Visualization software [to stay on agenda until AG and MH return]**
 - b. **ARW:L Potential referral pathway via online form = JL and AW to look at the referral pathway and possibility of forming an electronic version, practices/referrers would have a login to refer patients and receive reports.**
6. **Equipment**
 - a. **'In FTSG Rebekah requested that the capital equipment replacement plan spreadsheet be updated by the 6th of Oct. I notice that you've filled in some equipment for YNiC but there are no associated figures. I said I'd ask if you could have it completed for the 6th, thanks.' - Garry Turner**
7. **User support**
 - a. **No issues arising**
 - b. **JL to assign RT tickets to other team members on a daily basis.**
8. **PI Projects**
 - a. **Nothing to note**

9. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**
 - d. **IT documentation for handover [completed]**
 - e. **Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]**
 - f. **Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]**
 - g. **Document Stimulus Equipment and code base for generating stimuli**
 - h. **Document analysis scripting**
 - i. **Refactor visualization code**
10. **AOB**
 - a. **Holiday plans Christmas. Helium Fills, CF to look at dates for fills over the Christmas period.**
 - b. **Induction of MSc and new Phds & PIs - CF and JM - what needs to be prepared, CF to email MH requesting further information to prepare inductions.**
 - c. **ACTION: phone numbers for security - All staff to send Tony their mobile numbers**

ACTION LIST:

Clinical meeting

Agenda

11th September 2017

1. **Matters arising**
2. **Caseload review**
 - a. **Complex case Thursday 14th September - timing of scans to be discussed with Jo Saunders, at times a 1 area scan may require more than the 30 minutes allocated time (eg shoulders, wrists), resulting in additional bookings and discrepancies in the month end figures.**

3. Outstanding reports
 - a. All up to date
4. Staffing/timetabling
 - a. Interim arrangements*
 - b. Scoping/Brainstorming about service scheduling*
 - c. Closures - discuss*
 - i. Meeting to be arranged when Andre Gouws returns
5. Safety updates
 - a. JH to ask GE and Siemens to forward safety updates
6. Exam protocols
 - a. Nothing to note
7. AOB
 - a. **Infection control***
 - b. **Training files ACTION: All clinical staff to set up CPD files.**

ACTION LIST

YNiC Staff meeting

Agenda

18th September 2017

1. **Matters arising**
2. **Communication - Weekly Update**
 - a. **Term starts next week**
3. **Building Matter**
 - a. **Reception furnishings**
 - b. **Removal of old desk**
4. **Clinical**
 - a. **Update - no scanning Monday and Tuesday (WC 25th) while CF and JM prepare for MSc inductions**
 - b. **— Separate agenda at end of this report**
5. **IT**
 - a. **Visualization software [to stay on agenda until AG and MH return]**
 - b. **ARW:L Potential referral pathway via online form**
6. **Equipment**
 - a. **'In FTSG Rebekah requested that the capital equipment replacement plan spreadsheet be updated by the 6th of Oct. I notice that you've filled in some equipment for YNiC but there are no associated figures. I said I'd ask if you could have it completed for the 6th, thanks.' - Garry Turner**
7. **User support**
8. **PI Projects**
9. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**

- d. IT documentation for handover [completed]
- e. Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]
- f. Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]
- g. Document Stimulus Equipment and code base for generating stimuli
- h. Document analysis scripting
- i. Refactor visualization code
- 10. AOB
 - a. Holiday plans Christmas. Helium Fills.
 - b. Induction of MSc and new Phds & PIs - CF and JM - what needs to be prepared.
 - c. ACTION: phone numbers for security

Clinical meeting

Agenda

11th September 2017

- 1. Matters arising
- 2. Caseload review
 - a. Complex case Thursday 14th September
- 3. Outstanding reports
- 4. Staffing/timetabling
 - a. Interim arrangements*
 - b. Scoping/Brainstorming about service scheduling*
 - c. Closures - discuss*
- 5. Safety updates
- 6. Exam protocols
- 7. AOB
 - a. Infection control*
 - b. Training files ACTION: All to set up

YNiC Staff meeting

Agenda

11th September 2017

1. **Matters arising**
2. **Communication - Weekly Update**
 - a. **Staff changes - Ross has left**
 - b. **Reminder of 'soft' closure - training**
 - c. **Project booking limits - flexible**
3. **Building Matter**
 - a. **Reception furnishings**
 - b. **Removal of old desk**
4. **Clinical**
 - a. **Update**
 - b. **Infection control**
 - c. **Update CQC Statement of Purpose and share with staff**
 - d. **Training files**
5. **IT**
 - a. **Visualization software [to stay on agenda until AG and MH return]**
 - b. **Disk space usage**
6. **Equipment**
 - a. **Update on scanner services**
7. **User support**
8. **PI Projects**
9. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**

- d. IT documentation for handover [completed]
- e. Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]
- f. Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]
- g. Document Stimulus Equipment and code base for generating stimuli
- h. Document analysis scripting
- i. Refactor visualization code
- 10. AOB
 - a. Holiday plans Christmas
 - b. Induction of MSc and new Phds & PIs

Clinical meeting

Agenda

11th September 2017

- 1. Matters arising
- 2. Caseload review
- 3. Outstanding reports
- 4. Staffing/timetabling
 - a. Interim arrangements
 - b. Scoping/Brainstorming about service scheduling
 - c. Closures - discuss
- 5. Safety updates
- 6. Exam protocols
- 7. AOB
 - a. Infection control
 - b. Update CQC Statement of Purpose and share with staff
 - c. Training files
 - d. Updating cover sheet for patients for comments - stents etc signed off on sheet

YNiC Staff meeting

Agenda

11th September 2017

1. **Matters arising**
2. **Communication - Weekly Update**
 - a. **Staff changes - Ross has left**
 - b. **Reminder of 'soft' closure - training**
 - c. **Project booking limits - flexible**
3. **Building Matter**
 - a. **Reception furnishings**
 - b. **Removal of old desk**
4. **Clinical**
 - a. **Update**
 - b. **Infection control**
 - c. **Update CQC Statement of Purpose and share with staff**
 - d. **Training files**
5. **IT**
 - a. **Visualization software [to stay on agenda until AG and MH return]**
 - b. **Disk space usage**
6. **Equipment**
 - a. **Update on scanner services**
7. **User support**
8. **PI Projects**
9. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**

- d. IT documentation for handover [completed]
 - e. Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]
 - f. Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]
 - g. Document Stimulus Equipment and code base for generating stimuli
 - h. Document analysis scripting
 - i. Refactor visualization code
10. AOB
- a. Holiday plans Christmas
 - b. Induction of MSc and new Phds & PIs

Clinical meeting

Agenda

11th September 2017

- 1. Matters arising
- 2. Caseload review
- 3. Outstanding reports
- 4. Staffing/timetabling
 - a. Interim arrangements
 - b. Scoping/Brainstorming about service scheduling
 - c. Closures - discuss
- 5. Safety updates
- 6. Exam protocols
- 7. AOB
 - a. Infection control
 - b. Update CQC Statement of Purpose and share with staff
 - c. Training files
 - d. Updating cover sheet for patients for comments - stents etc signed off on sheet

YNiC Staff meeting

Minutes

4th September 2017

1. **Matters arising**
2. **Communication - Weekly Update**
 - a. **IT and reception ACTION:** AM to email users note also closure
3. **Building Matter**
 - a. **Lights out:** issue remains here until YSPL resolves it
 - b. **Reception furnishings:** Ikea furniture has been identified for the waiting areas. **ACTION:** JM and ER to check that ikea deliver and costs thereof
 - c. **Removal of old desk ACTION:** JL to put on University list - if not taken, dispose of at the end of the week.
4. **Clinical**
 - a. **Update:** Business is picking up.
 - b. **Infection control:** To remain here until CF returns. We need to refine how we do things to be consistent with policy.
 - c. **Update CQC Statement of Purpose** and share with staff: **ACTION:** AM and RD to update CQC portal and AM to update Statement of Purpose and share it.
 - d. **Training files:** All to note that the CQC like individuals to have a log of their training to hand, when inspections take place.
5. **IT**
 - a. **Visualization software** [to stay on agenda until AG and MH return]
 - b. **Disk space usage:** Relatively long discussion about storage and software usage of JS's group. **ACTION:** AW to meet with JS. Need to reach out to identify training needs of JS's group. AM to also outline how differently JS's group uses the centre and how different the group's needs are. This could feed through

to a better understanding of how the infrastructure at YNiC that meets the demands of this type of research needs to be resourced.

6. **Equipment**

- a. **Update on scanner services:** RD updated staff on the Siemens table switch fault, which Siemens are working on a long-term fix for

7. **User support**

Nothing to report

1. **PI Projects**

All to note some upcoming projects from Smallwood lab.

- 1. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**
 - d. **IT documentation for handover [completed]**
 - e. **Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]**
 - f. **Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]**
 - g. **Document Stimulus Equipment and code base for generating stimuli**
 - h. **Document analysis scripting**
 - i. **Refactor visualization code**

2. **AOB**

Ross is leaving: AM to check arrangements

Fire proof safe to CHyM: ACTION: AM to talk to SD

Even more phone numbers to add to security; ACTION: JH and JL to send AM numbers

Reception desk: JM and ER to sketch up design for elevated plinth for desk

YNiC Staff meeting

Agenda

4th September 2017

1. **Matters arising**
2. **Communication - Weekly Update**
 - a. **IT and reception**
3. **Building Matter**
 - a. **Lights out**
 - b. **Reception furnishings**
 - c. **Removal of old desk**
4. **Clinical**
 - a. **Update**
 - b. **Infection control**
 - c. **Update CQC Statement of Purpose and share with staff**
 - d. **Training files**
5. **IT**
 - a. **Visualization software [to stay on agenda until AG and MH return]**
 - b. **Disk space usage**
6. **Equipment**
 - a. **Update on scanner services**
7. **User support**
8. **PI Projects**
9. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**
 - d. **IT documentation for handover [completed]**

- e. **Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]**
- f. **Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]**
- g. **Document Stimulus Equipment and code base for generating stimuli**
- h. **Document analysis scripting**
- i. **Refactor visualization code**

10. **AOB**

Ross is leaving

Fire proof safe to CHyM

Even more phone numbers to add to security

YNiC Staff meeting

Agenda

29 August 2017

1. **Matters arising**
2. **Communication - Weekly Update**
 - a. **Feedback on install MH, AG, AM to liaise**
 - b. **Specific message to Smallwood group AM to ask which users, Joe to move the VM to new IP**
 - c. **Institute of physics visit**
 - i. **From 2pm onwards Rachel and Holly giving talks - four groups**
 - ii. **Tom gives talk at NSLC**
 - iii. **Ross demonstrating the scanners**

D. Use of reception from users perspective

1. **Building Matter**
 - a. **Lights out - CF contacted facilities [for AM to monitor]**
 - b. **Pat testing - Emma to get rough estimate of number of plugs to raise PO for YSPL**
 - c. **Telephony - YSPL upgrading all to note. Also to note that card machine can be attached to a different line.**
 - d. **Reception furnishings - AM, AG, JM to liaise**
 - e. **Removal of old desk - AG**
 - f. **Air handling - CF assessed number of YNiC serviced cassettes. RD also mentioned the AHUs for scanners. ACTION: AM to check the nature of current Climatix contract and liaise with estates.**
 - g. **Security phone list. ACTION: AM to meet with security to discuss access and update phone list. Phone list to include [AG, MH, Joe]**
2. **Clinical**
 - a. **Update**
 - b. **Infection control. To discuss aft CF returns**

- c. Security of sensitive information and its implications. AM reported that the reception door must be shut.
 - d. Registered manager. ACTION: AM to update statement of purpose
- 3. IT
 - a. System upgrade testing. Finished desktop. Servers to be done at Christmas. ACTION: MH and AM to liaise on next closure.
 - b. Visualization software. AG working on solution to mrMesh. ACTION: AG report back end of September.
 - c. Network outage 1.9.17. MH updated us to say this will not affect YNiC.
- 4. Equipment
 - a. Update on scanner services. AM updated staff that GE and Siemens attended and resolved outstanding issues and Siemens undertook PM. Siemens also to attend this week on Thursday.
- 5. User support
- 6. PI Projects
- 7. Internal Projects 2016-2017 [** - for discussion at this meeting]
 - a. Reformat use of space [largely DONE - next phase dependent on Siemens fit out]
 - b. Fit out Siemens Scanner [completed April 2017]
 - c. Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]
 - d. IT documentation for handover [completed]
 - e. Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]
 - f. Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]
 - g. Document Stimulus Equipment and code base for generating stimuli
 - h. Document analysis scripting [AG uploaded PPT]

- i. **Refactor visualization code [AG underway]**
 - j. **MOve to linux stim PC provision**
8. **AOB**

Fire proof safe location. **ACTION:** AM to ask SD to locate the safe in ChyM.

MH and AG away 2 weeks from Fri / Thu

YNiC Staff meeting

Agenda

29 August 2017

1. **Matters arising**
2. **Communication - Weekly Update**
 - a. **Feedback on install**
 - b. **Specific message to Smallwood group**
 - c. **Institute of physics visit**
3. **Building Matter**
 - a. **Lights out**
 - b. **Pat testing**
 - c. **Telephony**
 - d. **Reception furnishings**
 - e. **Removal of old desk**
 - f. **Air handling**
 - g. **Security phone list**
4. **Clinical**
 - a. **Update**
 - b. **Infection control**
 - c. **Security of sensitive information and its implications**
 - d. **Registered manager**
5. **IT**
 - a. **System upgrade testing**
 - b. **Visualization software**
 - c. **Network outage 1.9.17**
6. **Equipment**
 - a. **Update on scanner services**
7. **User support**
8. **PI Projects**
9. **Internal Projects 2016-2017 [** - for discussion at this meeting]**

- a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**
 - d. **IT documentation for handover [completed]**
 - e. **Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]**
 - f. **Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]**
 - g. **Document Stimulus Equipment and code base for generating stimuli**
 - h. **Document analysis scripting**
 - i. **Refactor visualization code**
10. **AOB**

YNiC Staff meeting

Minutes

21 August 2017

1. **Matters arising**
 - a. Nothing to note
2. **Communication - Weekly Update**
 - a. Remind users the Centre is closed this week and remote desktop may be effected.
3. **Building Matters**
 - a. **Reception works**
 - i. Furnishings - ABM suggested new cabinets for reception office to smarten the appearance. CF to gain quotes, AG to purchase a new TV for the waiting area. ABM will look at plants.
 - b. **Fire doors** - CF to remind YSPL this work is still outstanding
 - c. **Safeway Security**
4. **Clinical**
 - a. **Update** - 1 x patient this week, 1 report outstanding
5. **IT**
 - a. **System upgrade testing** - JL asked what use microsoft office is to staff and users, ABM explained it is essential for all users and mandatory to meet university requirements, especially when submitting or marking student work.
 - b. **Back ups** - to be completed during closure.
6. **Equipment**
 - a. **PAT testing** CF to ask YSPL for a quote
 - b. **TMS room and maintenance** - ABM will discuss the risks to science at the next Science Committee meeting in September, if there are no funds set aside to pay for maintenance or repairs.replacements for TMS equipment, looking at a small room hire charge but issues with storing funds.
7. **User support**
 - a. **Siemens training videos** - will be finalised during this week's closure.

- b. **Operator training** - AG explained there had been no response to his call for training opportunity this, there were further discussions regarding training, the team agreed training can take place on siemens rather than using GE first and retraining on siemens system.
- 8. **PI Projects**
 - a. Brian Scully - AG to confirm his project has finished?
 - b. David O'Connor - confirmed his project is now complete
 - c. Richard Vernon - upcoming project
 - d. Jonny Smallwood - 3 new projects starting, AG to confirm how many years his other project have left. ABM/AW/AG will discuss future scanning and the finance's associated with Jonny Smallwood
- 9. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space [largely DONE - next phase dependent on Siemens fit out]**
 - b. **Fit out Siemens Scanner [completed April 2017]**
 - c. **Apps training [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]**
 - d. **IT documentation for handover [completed]**
 - e. **Operator training [AG led on training drive, MRI and MEG - completed for 2016-17]**
 - f. **Plan for Thursday Seminars [plan sent to Jonny Smallwood in December 2016]**
 - g. **Document Stimulus Equipment and code base for generating stimuli**
 - h. **Document analysis scripting**
 - i. **Refactor visualization code**
- 10. **AOB**
 - a. **Nothing to note**

YNiC Staff meeting

Minutes

14 August 2017

1. **Matters arising**
2. **Communication - Weekly Update**
 - a. The Centre will be closed the week commencing the 21st of August
 - b. Training may be available on the GE scanner
 - c. No project presentations this week
3. **Building Matters**
 - a. **Reception works** - Glass screen arriving Thursday the 17th
 - b. **Fire doors** - awaiting date for work to be completed, CF has contacted facilities
 - c. **Safeway Security** - three call outs for MAG locks and broken door release
4. **Clinical**
 - a. **Update** - fewer incoming referrals, possibly due to school holidays, the closure and system upgrades will not affect clinical work
 - b. **MEG report** - CF waiting for hard copy from MH
5. **IT**
 - a. **System upgrade testing** AG suggests 1 electronic license, if more needed can be purchased at a later date
 - b. **Back ups** - AW asks for update on central back-up, JL is liaising with central IT to test the back-up for YNiC.
6. **Equipment**
 - a. **PAT testing** - YSPL have a set a requirement for all tenants to provide proof of testing, they will arrange for a third party to carry out the testing for a fee per item- CF to find out whether the University offer PAT testing to Departments
 - b. **TMS room and maintenance** - the team discussed the costs relating to maintenance of equipment, AW feels a room hire fee would be optimal to recoup costs for the equipment servicing charges and replacements when needed.
 - c. **Key 14 duplicate.** - JH to get a copy today

7. **User support**
 - a. **Siemens training videos** - written copies to be updated to fall in line with teh video versions
 - b. **Operator training** - possibility to train Level 0 operators while the Centre is closed
8. **PI Projects** - No presentations this week
9. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space** [largely DONE - next phase dependent on Siemens fit out]
 - b. **Fit out Siemens Scanner** [completed April 2017]
 - c. **Apps training** [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]
 - d. **IT documentation for handover** [completed]
 - e. **Operator training** [AG led on training drive, MRI and MEG - completed for 2016-17]
 - f. **Plan for Thursday Seminars** [plan sent to Jonny Smallwood in December 2016]
 - g. **Document Stimulus Equipment and code base for generating stimuli**
 - h. **Document analysis scripting**
 - i. **Refactor visualization code**
10. **AOB**

YNiC Staff meeting

Minutes

07 August 2017

1. **Matters arising**
2. **Communication - Weekly Update**
3. **Communication - Weekly Update**
 - a. **Users to start using the main reception entrance**
 - b. **GE back to normal**
 - c. **No project presentations this week**
4. **Building Matters**
 - a. **Reception works** - Glass window for the hatch and electric boxes are the only outstanding issues
 - b. **Office move (PhD)** - RW, HB and RV moving office today
 - c. **Fire doors** - Blackwood construction to return to fix fire doors
 - d. **Safeway Security** - to fix the mag lock above the open plan far door
5. **Clinical**
 - a. **Update** - 1 patient booked with other referrals to be processed
6. **IT**
 - a. **Re-routing offices**
 - b. **System upgrade testing**
 - c. **Back ups**
 - i. **All items awaiting JL return on Tuesday the 8th. TMS access may need to be suspended temporarily, other issues to consider David Pitcher testing using Eprime, this will also be upgraded. Soundcard to be tested.**
7. **Equipment**
 - a. **PAT testing** - YSPL new policy in place to prove all electrical equipment is tested
8. **User support**

- a. **Siemens training videos** - documentation to be finalised to run in sync with videos AG/DC
- 9. **PI Projects**
 - a. **David O'Connor** has received his final data
- 10. **Internal Projects 2016-2017 [** - for discussion at this meeting]**
 - a. **Reformat use of space** [largely DONE - next phase dependent on Siemens fit out]
 - b. **Fit out Siemens Scanner** [completed April 2017]
 - c. **Apps training** [first tranche complete, fMRI/DTI sequences, NOTE multiband not included in our scanner]
 - d. **IT documentation for handover** [completed]
 - e. **Operator training** [AG led on training drive, MRI and MEG - completed for 2016-17]
 - f. **Plan for Thursday Seminars** [plan sent to Jonny Smallwood in December 2016]
 - g. **Document Stimulus Equipment and code base for generating stimuli**
 - h. **Document analysis scripting**
 - i. **Refactor visualization code**
- 11. **AOB**
 - a. **Marc Himmelburg** - mrVista/Retinotopic mapping workshop at YNiC today
 - b. **GE scanner** - fully operational