



# Board Meeting – July 1<sup>st</sup> 2016

## Minutes

THS PhD Chapter at KTH

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Place: Brinellvägen 68, 2<sup>rd</sup> floor. XPRES Lab. (call Andrea for help)

Time: Friday, July 1<sup>st</sup> 2016, 12:00-14:00

Light Lunch provided by: Andrea

Minutes provided by: Abdou

Minutes checked by: Afzal

### **1. Opening formalities (12.05-12.10)**

- a. Meeting opening: Meeting starts at 12.15
- b. Attendees: Andrea, Maria, Taj, Afzal and Liyun (by Skype)
- c. Choice of chairperson, secretary and person to check the minutes  
Chairperson: Andrea  
Secretary: Abdou  
Minutes reviewed by: Afzal
- d. Latest protocol checking and signing

### **2. The new PhD Chapter Board (12.10-13.00) – Andrea introduces, all participate**

- a. Introduction of Board members  
Everyone did a short introduction
  - b. Expectations from the Board meeting
- Afzal:
    - confidence, motivation in the team
    - Motivate and involve more PhD students
    - Build a “good team”
    - Special events (for exposure)
      - Scientific conferences (Afzal will come up with some details suggestion)
  - Abdou:
    - Overview of the coming year
  - Maria:
    - Challenges
    - Discussion on the coming year
  - Taj:
    - Introduction of activities
  - Liyun:
    - Get to know each other
    - General goals
    - Present treasury

**Doktorandsektionen vid Tekniska Högskolans Studentkår**

Drottning Kristinas väg 15 – 10044 Stockholm

<http://phd.ths.kth.se> – [chair@phd.ths.kth.se](mailto:chair@phd.ths.kth.se)



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- Andrea:
  - Formal and test meeting
    - Coming on time
    - One meeting per month
  - More expectations are for September's meeting
  - Gathering ideas
  - Setting up the standards
  - c. PhD Chapter structure and Board roles
- Andrea suggests to rename "working groups" as "projects" and everyone agrees.
- Discuss the naming for the different committees in the next board meetings
  - d. How to take decisions
- Andrea suggests a democratic process; votes with hands and everyone agrees
- In a tie situation, Andrea suggests that the chairperson has two votes and it's to discuss, everyone in the Board agrees on that.
  - e. How to communicate
    - i. Mailing lists (MLs)
      - Andrea suggests using KTH social groups instead of FB
      - Andrea suggests having formal and informal channels
        - a. Formal -> KTH social group, emails
        - b. Informal -> to be decided
      - Liyun is suggested to be the responsible for communication
        - a. Investigate the possibilities
        - b. Send a survey for the team
      - New domain name: phd.ths.kth.se
    - ii. Newsletters
      - Bimonthly
      - FB for events
    - iii. KTH Box (file sharing)
      - Johan's file repository needs to be migrated to another account, Andrea will do that
    - iv. Website
    - v. Other options
- f. How to present ourselves and the PhD Chapter
  - Andrea suggests a conventional unified structure for presentations that can be used by anyone
  - Liyun suggests doing slides with notes

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- Abdou will work on an identity description for the next board meeting
  - g. Goals for 2016/17
    - Andrea suggest that today is for informal discussions to be formalized for next meeting
    - Afzal:
      - a. Check what goals were achieved and not during the last year.
      - b. One conference by PhD Chapter (write as presentation)
      - c. Involve as many PhD students (employed and scholarship students) as possible
    - Abdou:
      - a. Seminar about interdisciplinary topics
      - b. More interactivity with PhD Student
    - Maria:
      - a. Clarifying and update the status
      - b. Communicate and collaborate with the new (progressive) president of KTH
      - c. PhD pedagogical meetups on “teaching”
      - d. Activities: Yoga, more diverse things (not just football, ping pong etc.)
    - Taj:
      - a. Organize seminars to help students get to know their colleagues
    - Liyun:
      - a. Widening the social events and activities
      - b. Get people to know more about the PhD chapter
      - c. Join events organized by KTH relocation to have exposure to new PhD students
    - Andrea
      - a. Ideas need the involvement of members of the team
      - b. People attendance
      - c. Review of the PhD chapter structure
        - i. Think globally
        - ii. Act locally
      - d. Fix PADs in schools and committees

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- e. Develop membership skills and philosophy (instead of leadership)

### **3. Reports & updates (13.00-13.30)**

- a. The PhD Chapter Board
  - i. Presidium – Andrea
    - Electing the vice president (vice chair) in an upcoming meeting
  - ii. Treasurer – Liyun
    - Budget draft for the next board meeting
  - iii. THS Central – Thomas (or Andrea)
    - No updates
  - iv. PAD Meetings & School Council visits – Andrea
    - No updates
  - v. Representations (FR, UU,FA,US, etc.) – All
    - Maria suggests to send an email for joining the meetings
    - Andrea will send the email
  - vi. Feedback on past events/initiatives – All
    - Nothing

### **4. Development of Current Event/Initiatives (13.30-13.45)**

- a. 2<sup>nd</sup> Boot Camp for student representatives, in September – Andrea
  - Johan needs volunteers and Andrea will send an email
- b. UKÄ's survey of student unions on students' influence – Maria
- c. KTH Employee Survey 2016 — Maria  
Maria suggests to communicate with ITM to improve the ISP follow-up because ITM is have 65% number in the employees survey

### **5. Additional issues and information (13.45-14.00)**

- a. Cyclic activities document (from Monika)
- b. Scheduling of next board meetings  
Andrea will send the doodle options for the next meeting at the end of August
- c. More issues to discuss?




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### 6. Meeting closed

- Meeting is closed at 14.05

Chairperson: Andrea de Giorgio \_\_\_\_\_ 

Secretary: Abderrahman Ait Ali (Abdou) \_\_\_\_\_ 

Minutes approved by: Muhammad Afzal \_\_\_\_\_ 

