Board Meeting – July 1st 2016
Minutes

THS PhD Chapter at KTH

Place: Brinellvägen 68, 2nd floor. XPRES Lab. (call Andrea for help)
Time: Friday, July 1st 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:
         o confidence, motivation in the team
         o Motivate and involve more PhD students
         o Build a “good team”
         o Special events (for exposure)
            ▪ Scientific conferences (Afzal will come up with some details suggestion)
      * Abdou:
         o Overview of the coming year
      * Maria:
         o Challenges
         o Discussion on the coming year
      * Taj:
         o Introduction of activities
      * Liyun:
         o Get to know each other
         o General goals
         o Present treasury

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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
  - 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
- 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.
- How to communicate
  - Mailing lists (MLs)
    - Andrea suggests using KTH social groups instead of FB
    - Andrea suggests having formal and informal channels
      - Formal -> KTH social group, emails
      - Informal -> to be decided
    - Liyun is suggested to be the responsible for communication
      - Investigate the possibilities
      - Send a survey for the team
      - New domain name: phd.ths.kth.se
  - Newsletters
    - Bimonthly
    - FB for events
  - KTH Box (file sharing)
    - Johan’s file repository needs to be migrated to another account, Andrea will do that
  - Website
  - Other options
- 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

   a. 2nd 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