ITM School Visit – July 1st 2016
Minutes

THS PhD Chapter at KTH

Place: Brinellvägen 68, 2nd floor. XPRES Lab. (call Andrea for help +4687909065)
Time: Friday, July 1st 2016, 14:00-15:00
Minutes provided by: Abdou
Minutes checked by: Patrick

1. **Opening formalities (14.05-14.10)**
   a. Meeting opening at 14.15
   b. Attendees: Andrea, Abdou, Patrick, Taj, Sedi, Lukas, Maria, Afzal
   c. Choice of chairperson, secretary and person to check the minutes
      - Chairperson: Andrea
      - Secretary: Abdou
      - Checking the minutes: Patrick

2. **ITM School PADs (14.10-14.20)**
   a. Introduction of Board Member(s) responsible for ITM School
   b. Introduction of PADs
      1. Sedi:
         - Nomination
         - Interested in equality
      2. Abdou:
         - Help in decision making
      3. Maria:
         - Meet new people
         - Help people
         - Know how the system works
      4. Lukas
         - Position empty, stepped in
         - Help
      5. Taj
         - Got to know PAD in the Boot Camps
      6. Patrick
         - Use available budget for social activities
         - Helped with scholarship issue
   c. Expectations from the meeting
      - Afzal
        a. How PAD and chapter will help each other
        - Sedi
          a. Collaboration
          b. Solve potential problems
        - Maria
          a. Meet the board and get updates

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- Lukas & Taj
  a. Meet the board
- Patrick
  a. Attend a formal meeting
- Andrea
  a. To learn how to do school visits
  b. Meeting each other

3. Schools organization and student representatives (14.20-14.40)
   a. Organization of other schools at KTH
      i. Andrea suggests to improve the external communication in different
         schools, particularly ITM
   b. ITM School organization
      i. Andrea points out that the chart is not detailed
      ii. Lukas, Sedi and Patrick explaining that the information about school
          organization (chart) are not useful without additional information
      iii. Lukas mentioned that listed student representatives for ITM school
           councils are not known among the PADS
   c. Students’ right to be represented
      i. Andrea showed a legal document about students’ representability (at
         least three students)
      ii. Andrea suggests to help get more student representation through THS.
      iii. Legally, to be a student representative, the student needs to be a
           member of a student union (e.g. THS)
      iv. Maria suggests to proceed step by step, start with urgent issues like time
          compensation.

4. Reports and updates (14.40-14.55)
   a. Updates from ITM School PADS
      1. Course database
         - Shortly mentioned by Andrea
         - Translation to English
      2. Election of new PADS
         - Ambitious discussion among all participants about rule of THS, PHD Chapter and former PADS about election procedure and rules.
      3. Other updates
         - No other updates are discussed
   b. Updates from PhD Chapter

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1. Boot camp in September (volunteers needed)
   - Briefly mentioned by Andrea
2. ISP help video on PhD Chapter website
   - Briefly mentioned by Andrea
   - Lukas commented that PhDs in their last (finishing end of 2016)
     do not have to change to the electronic ISP
   - Update the video
3. Other updates

5. Additional issues and information (14.55-15.00)
   a. Scheduling of next ITM School visit
      - Sedi suggests to meet once per year or six months
      - Date is to be decided for the next meeting
   b. More issues to discuss?
      - No more issues were discussed

6. Meeting closed
   - Meeting closed at 15.17

Chairperson: Andrea de Giorgio ____________________________
Secretary: Abderrahman Ait Ali (Abdou) ___________________
Minutes approved by: Patrick Rohlmann _____________________

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