1. Opening formalities (12.05-12.10)
   a. Meeting opening at 12.14
   b. Attendees – Linn (Skype), Daniele (Skype), Andrea, Taj, Afzal, Abdou, Tomas (THS), Milan (Skype), Maria
   c. Choice of chairperson, secretary and person to check the minutes: Andrea, Maria, Taj
   d. Latest protocol checking and signing: Presented to the board and signed, achieved. Andrea will scan and upload to the website.

2. Discussion points (12.10-13.00)
   a. The PhD Chapter identity and how to present it – Abdou
      i. What defines our organization? What’s the purpose of PhD Chapter?
      ii. Both internal and external communication, used for promotion purposes
      iii. See attachment of press kit draft
      iv. Next steps: collect information about the organization + organize. Group meeting, Abdou will send a Doodle.
      v. Abdou and possibly Daniele are responsible. Milan can help with video presentation.
   b. Pedagogical Meetup project proposal – Maria
      i. Presentation of project plan, attached.
      ii. Linn: There is enough budget for this.
      iii. The board approved the project plan.
   c. Yoga project proposal – Maria and Linn
      i. Maria presented, see attachment
      ii. Any time/day will be ok
      iii. Do a form for registration, ask for better times if students cannot attend this time, first come – first serve.
      iv. Linn, Maria, Abdou will work on this
      v. Linn: We have the budget
      vi. Communicate on Facebook, email, website
   d. School monitors and next school visits – Andrea
      i. School visits to replace PAD meetings. Board members + school council (or PADs) -> dialog + motivation. Perhaps do multiple schools in one day. Next visit in September.

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ii. Each board member responsible for a school? Responsible = contact person + lead the school visit + reports from the school to the board.

iii. Need to set a standard/format for this.

e. Board’s secretary – Andrea
   i. We continue with the rotating system

f. Board’s vice chairperson – Andrea
   i. Need to plan for election for vice-chairperson
   ii. Chapter meeting in October (as early as possible, following the statutes)
   iii. Andrea will contact the nomination committee on how to proceed with the election

g. New goals for 2016/17? – All
   i. Send project proposal to the board for discussion and approval
   ii. Eventually, people from outside the board can suggest projects

h. Cyclic activities document – Andrea
   i. Johan was trying to accomplish this last year
   ii. Writing down everything that has happened each year, see if activities will be repeated yearly etc. This document will be a sort of instruction.
   iii. Shared document where everyone can write, periodical review of this document. Andrea will create the shared document.

i. Update of the PhD Chapter statutes – Andrea
   i. Suggestion need to be approved by the chapter meeting at two consecutive meetings (Dec + June)
   ii. Do work outside of board meetings, whole board gives input
   iii. Andrea will contact two previous boards and ask for input

j. PAD duties document – Andrea
   i. Good if there was a PAD duties document to match the KTH document regarding FA/PA responsibilities
   ii. Taj suggested that the representative for FA is responsible

k. PhD Chapter Pubs – Andrea
   i. Omar said that we could have one pub/month. Omar wants to be replaced. Find the next Omar! First pub end of September/beginning of October.
   ii. Maria sent the document to Ingrid and we’re expecting feedback next week.

3. Reports & updates (13.00-13.30)
a. The PhD Chapter Board

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i. Presidium – Andrea
   1. Update on communication channels
      - KTH social
        a. Andrea hoping for more comments
        b. More priority for this platform, better than emails
      - Website
        a. Old platform is going to expire today, we need to pay for renewal
        b. Decision: Pay for the platform one more year
      - Mailing list
      - KTH Box
      - Newsletter

ii. Treasurer – Linn
   1. Send receipts to Linn if you have any

iii. THS Central – Tomas
   1. Nice to meet you all!
   2. Excited about the elections
   3. eISP – governing group, they make sure to deploy it and for everyone to use it. Meeting 6th of September, at 9-10 in Tomas will let us know where to go, supervision, how is it working, feedback. Need a representative. Decide on representative before Friday next week. Tomas will send email to the board.
   4. THS Box: Use the G:\ to have a PhD folder. Tomas will send info to Andrea. Internal info only.
   5. Suggestion: Have the June meeting a little earlier, arrange meeting with former board + newly elected board in June.
   6. Need student representatives for PhD program evaluation (KTH internal)
   7. Need student representatives for UKÄ (before 12th September)
      - Tomas will check regarding Swedish language requirement

iv. PAD Meetings & School Council visits – Andrea

v. Representations (FR, UU, FA, US, etc.) – All
   1. Election of representatives for each post
      - AU/BN: Group needed, Arash interested
      - Linn is coordinator for AU (Linn, Taj, Andrea)
      - Taj coordinator for BN (Taj, Linn, Afzal, Andrea)
      - FA: Milan
      - FR: Maria
      - KTH-S: Abdou

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Board Meeting n.2 – August 26th 2016
Agenda

- The Resource Allocation Committee: Abdou, Daniele
- Language Committee: Daniele, Abdou
- CAMPI: Milan, Daniele
- US: Andrea
- UU: Open (waiting for response from Maria Xyllia)

vi. Feedback on past events/initiatives — All

   a. 2nd Boot Camp for student representatives, September 7th, 12:00-15:00 — Andrea
   b. UKA’s request for analysts — Andrea

5. Additional issues and information (13.45-14.00)
   a. Scheduling of next board meetings
      i. 22/9, 12-14
   b. Scheduling of next pubs
   c. Scheduling of next school visits
   d. Scheduling of next team building activity
   e. More issues to discuss?

6. Meeting closed

Meeting closed at 14.34

Chairperson: Andrea de Giorgio

Secretary: Maria Nordström

Minutes approved by: Mohamed Tagelsir M. Elhussein (Taj)