PhD Chapter Winter Meeting – Dec 13\textsuperscript{th} 2016
Minutes

Place: T-Centralen, Drottning Kristinas väg 29 (KTH Main Campus)
Time: Tuesday, December 13\textsuperscript{th} 2016, 17:00

1. **Opening formalities**
   a. Meeting opening
   b. Attendees
   c. Choice of chairperson, secretary, and person to check the minutes
   d. Approval of the latest protocol: PhD Chapter Summer Meeting 2015
   e. Approval of the meeting agenda

2. **Overview of PhD Chapter activities**
   a. Presentation of HT2016 activities and action plan for VT2017 activities
   b. Open questions to the board

3. **Elections**
   a. Vice chairperson (1 person)
   b. Additional board members (2 people)
   c. Web and communication manager (1 person)
   d. Standard bearer (1 person)
   e. Vice standard bearer (1 person)
   f. Nominating Committee members (3-5 people)

   **Note:** For each point above (3.x) the protocol is:
   - Overview of the position
   - Nomination of interested people
   - Election

4. **Freedom from Responsibility for the 2015-2016 PhD Chapter Board**
   a. Presentation of the PhD Chapter Annual Report 2015-2016
   b. Undelivered audit report for 2015-16. Motion to approve the freedom of responsibility of the board 2015-2016 without an audit report or to appoint a substitute auditor to prepare such report, to be delivered at PhD Chapter summer meeting.

5. **Meeting Closure**