



Meeting Minutes n.8 – May 21th 2018

Agenda

PhD Chapter at KTH

Place: Sing-Sing building, Lindstedtsvägen 30 – room 443

Time: Monday, May 21th 2018, 16:00-18:00

Minutes provided by: Milan

Minutes checked by: Cong

1. Opening formalities (16:20-16:22)

- a. Meeting opening: 16:20
- b. Attendees
 - i. Present: Abdullah - Andrea - Antonio - Cong - Elena - Fareed - Milan - Tage - Zhaoxuan
 - ii. Notified absences: Robin, Afzal, Elisabet
 - iii. Joining on Skype: None
- c. Choice of chairperson – Andrea, secretary – Milan, and person to check the minutes – Cong.
- d. Previous protocols checking and signing: The last one signed by all.

2. Discussion and/or decision points (16:22-17:40)

- a. Discussion on recent email from Prodekanus (all)

The email has been discussed in advance to the meeting and actions have been taken upon the request stated in the email.

- i. Communication Policy (Tage)

The new Board should think about their guidelines for communication internally and externally to the Board. This is in respect to the email from Prodekanus and regarding recent miscommunication case of one of the current Board members.

- b. Discussion on time compensation (Tage)

The way of reporting is discussed and everyone is reminded that personal tracking was agreed upon at the beginning of the mandate. Not many have done that so far. Everyone is reminded to do so as soon as possible and communicate his/her percentage of work to Tage. More structured reporting is recommended for next Board to adopt.

- i. Approval of time compensation for HT17

Will be done together with VT18 in June Board meeting.

- c. Handover and testaments (Milan, Tage)

Everyone to develop testaments for Handover meeting on 11th of June.

- d. PhD students prices issue at Brazilia restaurant (Andrea)

The restaurant does not treat PhD students as students when it comes to discounts they offer for lunch. The case has been reported to KTH responsible for restaurants presence on KTH campus.



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- e. Preparations for Summer Chapter meeting (all)

The room is booked. Milan will order food. Antonio will be secretary. Andrea took all additional notes towards the preparation.

3. Reports & updates (17:40-17:53)

- a. Presidium (Andrea, Abdullah)

Andrea discusses what he will present at the next KTH Board meeting.

- b. Treasury updates (Zhaoxuan, Abdullah)

Members are updated on spending and balance sheet will be made for June meeting.

- c. Updates from THS (Elisabet)
- d. Representations (FR, UU, FA, US, etc.)
- e. Feedback on past events/initiatives

4. Additional issues or backup time (17:53 - 17:55)

Milan will send Doodle for Board dinner (options 26th lunch or dinner, or 4th for dinner). June Board meeting will be online but when is to be determined.

Elena arrived at 16:45. Antonio arrived at 17:00.
Abdullah and Zhaoxuan have left meeting at 17:10.

5. Meeting closed at 17:55

Chairperson: Andrea de Giorgio

Secretary: Milan Jovevski

Minutes approved by: Cong Wang





