

Board Meeting no 6 – November 8th 2018

Minutes



PhD Chapter at KTH

Place: Teknikringen 10a, Ångloket, Second floor
Time: 18:00-19:00, November 8th 2018

1. Opening formalities [18:00-18:05]

- a. Meeting opening at 18:05
- b. Invited: chapter board and head of educational affairs.
- c. Attendees: Robin, Tage, Kateryna, Emma, Elena
- d. Absent: Sriharsha, Fangkai, Amanda, Jesper
- e. Robin is chosen as the meeting chairperson.
- f. Emma is chosen as meeting secretary.
- g. Tage is chosen as meeting minutes checker.
- h. Latest protocol checking and signing: N/A

2. Reports & updates [18:05-18:10]

- a. Board Reports
 - Emma attended the UU this morning and reported back about that. recruitment and training of TAs and how to find third cycle courses were some the points most relevant for the PhD students.
 - Recruitment of new PhD students, Kateryna will attend a working group, on how to make the recruitment more uniform, objective and easier.
 - FA - Kateryna reported back from a recent meeting about how to improve things for PhDs, admission process and how to find courses.
- b. KL Report (THS Central) - no one present to present.

3. Discussion points [18:10-18:45]

- a. Engagement in the Chapter -15 min
 - i. One additional member (no board member) came to the chapter meeting - maybe the new concept of only providing snacks instead of dinner was a contributing factor for the low attendance. For next meeting Kateryna will look into more affordable food options.
 - ii. One event per week might be too many and hard to fit in the schedule, maybe two larger events per month would be better. Right now we might be spamming our members with too many events.
 - iii. Notifications might also be sent out too late or we could be using the wrong channels, maybe email or newsletter would be better for larger events.
 - iv. Make people sign-up, will try that with the event with KTH Innovation.
 - v. Investigate if we could get more freedom to use the chapter hall and give the students access to T-centralen so they can play board games any time, instead of hosting all the board game nights with low attendance.



- b. Reflection on chapter board operation - 15 min
 - i. Board meetings every two weeks - we could have board members sign-up for board meetings so that we could move meetings if we realise that many of us cannot make it.
 - ii. Topic based meetings could take place on other times than the board meetings. The board meetings could be more focused on follow-up of events/projects and council work that the whole board needs to know and discusses.
 - iii. Social perspective - possible to organize events and be representative in councils too.
 - iv. For the board to work efficiently, the board should write a document together about what is expected of a board member, so that is agreed upon. This should also be advertised to those that apply for a position on the board. The structure and responsibilities should be clear to all board members. The motivation for applying to be on the board could, however, differ but the board should have a common mission that all board members stand behind. Each board member can then in addition have personal interests and be engaged in different project, supported by the board.
 - v. To gather thoughts from the board, we will do a feedback survey for the board members.

4. Decision points [] - No such points

5. Development of Current Events/Initiatives [18:45-18:50]

- a. Event for the 15th of November - KTH Innovation
- b. Event for the 21st of November - Game Night
- c. Science Slam - Elena got in contact with companies but they seemed to be more interested in financially supporting students rather than PhD students. KTH Innovations is interested because they will try to launch an Innovation challenge for PhD students and the Science slam could be a way to that. Robin will get in touch with them. Kateryna will check with the EECS school if they are interested in supporting this.
- d. Mentorship platform - plan to launch in the fall 2019. Might be some work with setting it up during the spring. Working on a pilot with the goal of building a platform that can grow and sustain. It is on going work, could be discussed in a coming meeting.

6. Additional issues and information [18:50-19:00]

7. Meeting closed [19:00]

Meeting closes at 19:00

Board Meeting no 6 – November 8th 2018 Minutes



PhD Chapter at KTH

Protocol,
Meeting chairperson: Robin Palmberg
Signature: _____

Secretary of the meeting: Emma Riese
Signature: _____

Minutes checked by: Tage Mohammadat
Signature: _____