

Board Meeting no 3 – September 13th 2018

Minutes



PhD Chapter at KTH

Place: Teknikringen 10, room Nash Wardrop

Time: 18:00-19:00, September 13th 2018

1. Opening formalities

- a. Meeting opening at 18:13
- b. Invited: chapter board and head of educational affairs.
- c. Attendees: Robin, Emma, Sriharsha, Fangkai
- d. Absent: Felix, Elena, Amanda, Tage, Kateryna, Jesper
- e. Robin is chosen as chairperson.
- f. Emma is chosen as secretary.
- g. Sriharsha is chosen as meeting minutes checker.
- h. Latest protocol checking and signing. - in the process but due to sick leave not done just yet.

2. Reports & updates

- a. Board Reports
 - i. Robin has been in contact with KTH Innovation and KTH Relocation and discussed future collaborations. KTH Innovation would like to co-host an innovation challenge. Robin also been in contact with the board for the Natural Sciences at SU. They expressed an interest in learning more about how to become a PhD student at KTH. An event could be organized for prospect PhD students from SU, or just an ongoing discussion with their board. Robin and Tage has also been in contact with the PhD Chapters at Karolinska Institutet and Stockholms Universitet, and will meet with them in the coming week.
 - ii. Sriharsha attended a promotion meeting and shared his experiences.
 - iii. Fangkai will attend two promotion meetings tomorrow.
- b. KL Report (THS Central) - THS representative not present so this point was postponed to next meeting.

3. Discussion points

- i. Board Definition¹ - Robin presented his proposal for updates of the description of the board members, where every board member has a defined role, set responsibilities and representative duties. This could be defined for the next election. It would mean that the person applying for a position on the board would apply for a specific position on the board, not just general board member as of now. The descriptions would also give an indication on how much time the position would require (in percentage) since that could differ.
- ii. Split board² - Robin presents the suggestion on the split board, so that some board members would be elected on academic year (july-june)

¹ Provided with the agenda, alternatively see this [link](#) or contact board@dr.kth.se for details

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and some on fiscal year (jan-dec). The positions Chairperson, Webmaster, Education manager, Event manager, Working group manager is proposed to be elected on the academic year and Vice Chairperson, Treasurer, Communication manager, Education manager focusing on Councils and Business manager on fiscal year.

- iii. Communication Policy³ - Robin presents his proposal of the communication policy, in short:
1. Slack - for continuous work, informal.
 2. Calendar - google is used now, but a social calendar could be used instead since it works better with all types of devices. Robin will look into having it as social calendar and share it to the google calendar.
 3. Mailboxes - formal, also so future board members can read up on communications
 4. Trello - can be used for planning of events and such.
 5. KTH Social - a group with formal documents.
 6. Google Drive - Share documents, drafts and work in progress.
 7. Social Media - Can be used to highlight the work process and events.
 8. Newsletter - proposed to have it five times a year. The first letter has shown to have some impact.
- iv. Recurring event calendar - Amanda
1. 26/9 Event ideas - “create badges and pins night” - Robin and Emma will discuss this
 2. For every event you need a person with STAD to be responsible and be present there.
 3. The STAD holder should not leave the TC before the event has finished
 4. Not later than 4 days before, and not earlier than 2 weeks before we should send festanmellan. Festanmellan it is the form that you fill in for a person with STAD and send it to the guards
 5. When the event starts the responsible should prepare the check document. I will show you where they are when we get to TC.
- v. Science Slam - Elena is not present but we checked the proposed date 7 of february and added that to the calendar.
- vi. Mentorship - Elena is not present so this will be discussed during the next meeting.
- vii. Chapter Uniforms - Robin propose to have a jacket as the chapter uniform. To highlight which school you are from the jacket could have

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a brim in the school color. Robin and Fangkai will discuss the purchase of these.

- viii. Working plan - Robin presents his idea that there should be a working plan (rough schedule) and after an election, the first board meeting should start with the old part of the board presenting the already existing plan for the next 6 months and new member presenting their ideas for their work year (in the case that the split board approach is approved).

4. Decision points

- i. Budget - Jesper is not present and we are too few attendees to make a decision, so this is postponed to the next meeting.
- ii. Time compensation prognosis - Tage and Jesper are not present and we are too few attendance to make a decision, so this is postponed to the next meeting.

[\(https://www.kth.se/social/group/ths-phd-chapter-boar/page/time-compensation-2018-07-12/\)](https://www.kth.se/social/group/ths-phd-chapter-boar/page/time-compensation-2018-07-12/)

5. Development of Current Events/Initiatives

- a. Game Night 20th of September - Robin and Jesper have bought some new games and Robin will advertise the event shortly.
- b. Additional issues and information

6. Meeting closed

Meeting closed at 19:09

Protocol,

Meeting chairperson: Robin Palmberg

Signature: _____

Secretary of the meeting: Emma Riese

Signature: _____

Minutes checked by: Sriharsha Bhat

Signature: _____