

# Board Meeting no 19 – May 15th 2019

## Minutes



PhD Chapter at KTH

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Place: Teknikringen 10a, Ångloket, Second floor

Time: 18:00-19:00, May 15th 2019

### 1. Opening formalities [18:00-18:03]

- a. Meeting opening at 18:03
- b. Invited: chapter board and head of educational affairs.
  - i. Attendees: Emma Riese, Robin Palmberg, Rinat Yapparov and Fangkai Yang, Tage Mohammadat (arrived 18:07)
- c. Choice of meeting chairperson, Robin is elected as chairperson.
- d. Choice of meeting secretary. Emma is elected as meeting secretary.
- e. Choice of meeting minutes checker. Rinat is elected as minutes checker.
- f. Approval of the agenda. The agenda is approved.
- g. Latest protocol checking and signing: Undergoing.

### 2. Reports & updates [18:03-18:05]

- a. Board Reports - see attachment.
- b. KL Report (THS Central) - Nothing has been reported.

### 3. Discussion points [18:05-18:55]

- a. Chapter meeting - 5 min - T-centralen is book for the 3rd of June. Tage is fixing information on the elections. Robin has got in touch with Miguel (who is the stand-in Master of ceremonies) but unfortunate he will not be able to help during the chapter meeting. Robin will look into if we could get help from the Aerospace chapter (to be able to have the bar open). Otherwise the board will organize it ourselves, like the last chapter meeting.
  - i. Proposition
    1. We plan to write a proposition of how to handle PMs and how they can be changed (done by the board rather than the chapter meeting for things that should be more flexible).  
Robin, Tage and Emma will work with proposition.
- b. Survey to Ph.D. students (Emma) - Emma talked about the progression of the Survey. Emma and Robin will meet Tuesday lunch and discuss further, everyone that likes to join is welcome to do so.
- c. Applications for funds - Jesper is not present, hence this discussion point is postponed to next board meeting,
- d. Updates of the webpage - Fangkai talked about the changes/updates that he had been made to the webpage. We discussed further info that need to be updated and decided to delete the contact form (since those messages are hard to access and we get no notification for them), but instead have the information about the different function emails.
- e. Making reports public - The meeting discussed and came to the conclusion that these should be attached in the end of the minutes.

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- f. [Working directives for the PhD chapter](#) - Tage and Emma presented the draft containing working directives concerning working principles, duties, mission, meeting procedures and communication. The draft is discussed and everyone is encouraged to read through it and make suggestions.
- g. Welcoming letters - Rinat will contact the study at KTH -group and ask them if there is an old draft of an welcome letter, since we know there has been one previously sent out (2016).

#### 4. Decision points []

#### 5. Development of Current Events/Initiatives [18:55-18:56]

#### 6. Additional issues and information [18:56-19:00]

##### a. [Nominations](#)

#### 7. Meeting closed [19:00]

Meeting closes at 19:00

### Attachments - board reports

Amanda Kessler	Nothing since the recruitment meeting
Fatemeh	Nothing yet
Rinat Yapparov	Nothing new to report
Fangkai Yang	NA
Emma Riese	I have attended a UU (Educational committee) meeting 13/5 as well as prep-meeting with THS 8/5. One of the things discussed was a new subject plan for the Ph.D programme in electrical and systems engineering KTH and the "Storträff" (large pedagogical meet-up open for all KTH employees) taking place on Friday 17/5, that I and THSs' students representative will attend. Since last board meeting, I have also continued to work on the survey we plan to send out to Ph.D students at KTH.
Sriharsha Bhat	I will not attend the meeting this week since I am sick. This week's activities: Promotion Meeting - Shervin Bagheri, Friday 17.5, 0900-1030 Akademiskt Referensgrupp för Hållbart Utveckling, Friday 17.5, 1330-1530
Robin Palmberg	Since last meeting I have been at the council for chairpersons at THS as well as planned for a presentation about the chapter later this week. I have also worked with the booking for the chapter meeting.
Jesper	Unfortunately no progress