

Board Meeting no 21 – June 13th 2019

Minutes



PhD Chapter at KTH

Place: Teknikringen 10a, Ångloket, Second floor
Time: 18:00-19:00, June 13th 2019

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

- a. Meeting opening at 18:00
Meeting declared open at 18:03
- b. Attendees:
Robin Palmberg (RP)
Sriharsba Bhat (S)
Emma Riese (E)
Fatemeh Naqavi (F)
Rinat Yapparov (RY)
Tage Mohammadat (T)
- c. Choice of meeting chairperson.
Robin Palmberg was elected as a meeting chairperson
- d. Choice of meeting secretary.
Tage Mohammadat was elected as a meeting secretary
- e. Choice of meeting minutes checker.
Emma Riese was elected as a minutes checker
- f. Approval of the agenda
The agenda was approved
- g. Latest protocol checking and signing
Signed and approved

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

- a. Board Reports
Board members reported via the report forms.
- b. KL Report (THS Central)
N/A

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

- a. Handover - 30 min
Board members brainstormed about making a day introducing the chapter, lessons learnt, operational plan in a workshop format. Osqvik was suggested as a place. The

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second week of August was suggested. Robin suggested to check dates and doodle.

- b. Survey to Ph.D. students (Emma) - 10 min
Emma shown a survey by KTH from 2018. Emma reported on the status of the survey, she prepared and the collaboration with KTH administration department (Gemensamt verksamhetsstöd).
- c. Applications for funds - 5 min
Jesper needed to fix an identification process for the bank signatories before being able to process the payment. It was estimated that it would take 5 days more.
- d. [Working directives for the PhD chapter](#) (Tage and Emma) - 10 min
Work was still on progress.

4. Decision points []

N/A.

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

N/A.

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

Robin Palmberg and Kateryna Morozovska got the fellowship prize.

7. Meeting closed [19:00]

Meeting was declared closed at 18:51.

Meeting chairperson: Robin Palmberg

Signature: _____

Minutes secretary: Tage Mohammadat

Signature: _____

Minutes checked by: Emma Riese

Signature: _____