



Place: <https://kth-se.zoom.us/j/63553634309>

Time: 15:00-17:00, June 05th 2023

§1. Opening formalities [15:30-15:35]

- a. Meeting opening
- b. Invited: chapter board, auditors, WoP
Attendees: Daniel, Mohammad, Jana and Fabio.
- c. Choice of meeting chairperson
Mohammad Abuasbeh was chosen as meeting chairperson.
- d. Choice of meeting secretary
Daniel Medeiros was chosen as meeting secretary.
- e. Choice of meeting minutes checker
Fabio De Ferrari was chosen as minutes checker.
- f. Approval of meeting agenda
The meeting agenda is approved.
- g. The latest protocol checking and approval
The latest protocol was checked and approved.

§2. Reports & updates [15:05-15:45]

- a. Board reports
 - i. KTH PhD Survey.
Mohammad reported that we received more than 600 responses, the conversion rate from emails is around 54%. Had a meeting with the Councils to organize the work and the results analysis. Mohammad performed preliminary analysis for KTH as a whole and created presentation slides with the main results and general structure to help the school council to organize their work while doing school level analysis. Planned to have preliminary results done by summer.
 - ii. Supervisor of The Year Award.



Sahba sent a message to inform that the evaluation was concluded and a winner was chosen. There will be a small ceremony on June 16th in Munin, Teknikringen 8.

- i. Sustainable Academia Seminar & Workshop in collaboration with Eurodoc
Mohammad informed that the Workshop is tomorrow. The Chapter got around 45 people in the form, and additional to nearly 30 people accepted the calendar invitation in outlook.
- b. THS Central
 - i. FEST courses.
Members of the councils and the board are being invited to take the FEST course from KTH in the course.
 - ii. Access to Chapter Hall & Nymble during Summer
Up to five people from the PhD Chapter can have access to the hall during the summer. Daniel, Beatriz, Mohammad, Saumey and Fabio will have access. Likewise to Nymble.
- c. From KTH Central Organizational Bodies
 1. Future Faculty errands
Jana informed that the errands are running as usual.
 2. ASP Reading Group
Daniel informed that he has the Architecture ASP in hands for analysis, with one from CBH and ITM to come soon.

§3. Decision points [16:00-16:05]

- a. Per capsulam decision 2023-05-30: Daniel Medeiros (PhD Chapter Board) requests 2000 kr to use to buy food and refreshments for the people working on the PhD Pub. **Approved.**
 - b. Per capsulam decision 2023-05-31: Sahba Zojaji (PhD Chapter Board) requests 4500 kr to buy fika for about 30 attendees for the Supervisor of The Year Award ceremony. **Approved.**
 - c. Per capsulam decision 2023-06-03: Mehmet Kaan Etikan (ABE Council) requests 5000 kr for a barbeque party for the ABE party 100 people on June 15th. **Approved.**
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§4. Meeting closure [16:05]

Meeting was adjourned at 16:05.