

## **Minutes of the PhD Branch Board meeting-2**

Date/time: 2019-09-27; 15:20-16:20

Location: NA520 Lilla konferensrummet (Naturvetarhuset)

**Attendee:** *Sharmin Söderström, Shoaib Azizi, Michele Persiani, Maitreyee Maitreyee*

### **Minutes:**

1. Opening : Sharmin opened the meeting at 15:20.
2. Appoint Chair: Sharmin was appointed as meeting chair.
3. Appoint secretary: Sharmin was appointed as secretary.
4. Appoint adjustor : Shoaib was appointed as meeting minutes adjustor.
5. Approval of the agenda: Agenda was approved by the members.
6. Revisit of last meeting's minutes (from 2019-09-12): minutes were not ready by the time.
7. Planning for the grand meeting
  - a. Date: 15<sup>th</sup> October, 12:00-13:15
  - b. Agenda: Grand meeting agenda and other documents will be sent to all members on 01 October.
  - c. Reports: Sharmin will write annual report, Shoaib will take care of financial report.
  - d. Speaker (if we want any): Sharmin will give a presentation about NTK and PhD students' rights.
  - e. Empty positions: we will announce empty position.
  - f. Invitation: Sharmin will make a google form for lunch registration.
8. Social event (BBQ): last BBQ event was successful.
9. Membership activities (e.g, FB page...newsletter): it was discussed that we will be more active on FB page.
10. Next meeting: In November. Sharmin will send a doodle.
11. Other questions: nothing to discuss.
12. End of meeting: Sharmin closed the meeting at 16:40.