



PhD Branch Board meeting minutes

Date/time: 2020-01-30; 15:00-16:15

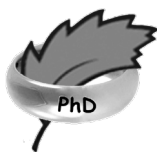
Location: Na 533 (Naturvetarhuset)

Attended: *Sharmin Söderström, Anjan Rao Puttige, Laxmi Misra, Michele Persiani, Nazanin Fouladgar, Lucas Hedström & Maitreyee Maitreyee.*

Others: Olivia Spain

Agenda:

1. Sharmin opened the meeting at 16:10
2. Sharmin was appointed to chair of the meeting.
3. Sharmin was appointed to secretary of the meeting.
4. Anjan was appointed to adjutor of the meeting minutes.
5. Agenda was approved.
6. Election of the vice-chair position: Michele Persiani was elected as new vice-chairperson from ordinary board member.
7. Election of the board member position: Nazanin was elected to become board member from supplementary member.
8. Election of the supplement board member position: Olivia Spain who is a doctoral student at department of Chemistry elected as supplementary board member.
9. Revisit of last meetings' minutes: Minutes were not ready.
10. PhD branch homepage: There were a discussion about NTK's homepage and doctoral section issues. It was discussed that we recommend updating the page in some cases for the sake of PhD students. Such as:
 - **English:** The webpage should be available in English like before.
 - **Introduction:** In the first page, there should be mentioned that NTK works for PhD students issues too. For now, one might misunderstand that otherwise that NTK is not for PhD students, only for bachelor or master students.
 - **Section's description:** There should be some writings about the description about PhD branch. For example, "The PhD section of NTK represents PhDs studying in the Science and Technology faculty of Umeå University. The section works on questions that concerns doctoral students. The aim of the section is to influence the development of the research education, research and the general conditions of doctoral students at the faculty as well as in the University".
 - **Shortcut link:** We also recommend having shortcut links as icon in the first page/homepage to go to different NTKs' sections. So that, students can find easily their sections and get to know more about the section without any difficulty.



11. Meeting with departments' doctoral students (January to march)

Department	Responsible person
Applied Physics and Electronics	Anjan
Chemistry	Erik- Laxmi (done)
Computing Science	Nazanin- Sharmin (done)
Ecology and Environmental Studies	Michele
Institute of Design & School of Architecture	Maitreyee
Mathematics and Mathematical Statistics	Maitreyee
Molecular Biology	Michele
Physics	Michele
Plant Physiology	Laxmi
Science and Mathematics Education	Sharmin

12. Budget: (2547 SEK in account. We received 2770 SEK in membership fee this year (1930 in May+840 in December)
13. Report from faculty board (Helena): Nothing to report.
14. Report from PhD administrator (Erik): Nothing to report.
15. Membership activities (e.g., FB page...): Everyone was encouraged to be active in FB page.
16. Next meeting: next meeting will be held in March/April.
17. Other questions: Maitreyee volunteers for updating PhD section's webpage. Michele & Nazanin will help. In next meeting, it will be one main issue to discuss.
18. End of meeting: the meeting was closed by Sharmin at 16:15.