

DDSA minutes

DeGroot Doctoral Students Association – DDSA Meeting Minutes		
10.10.2013	5:00pm	Faculty Lounge
Attendees	Majid Taghavi (President) Maryam Ghasemaghahi (Vice President) Alireza Tajbakhsh (Social Director) Megan Murphy (Secretary) Azam Shamsi (Communication Director)	
Note taker	Megan Murphy	
Topic		
New Items	Majid	
Discussion		
<ul style="list-style-type: none"> • Budget for DDSA <ul style="list-style-type: none"> ◦ Events – reimbursed by the university ◦ Additional funding available from GSA for faculty-wide events • Monthly meeting <ul style="list-style-type: none"> ◦ Right before pub night – November 7, 2013 • Facebook Page – is there a DDSA page? 		
Action Items		
	Person Responsible	Deadline
Budget for Upcoming Year	Saeed	
Topic		
Lunch and Learns	Majid	
Discussion		
<ul style="list-style-type: none"> • Need topic ideas for upcoming year • Ideas include: <ul style="list-style-type: none"> ◦ Going to conferences: attendance, networking, what to wear, etc. (March/April timeframe) ◦ LinkedIn: appropriate usage, professionalism, social networking, personal biographies ◦ What happens after your thesis defense: post docs, internships, mistakes to avoid 		
Action Items		
	Person Responsible	Deadline
Find lunch and learn topics	DDSA	
Topic		
DDSA Website	Majid	
Discussion		
<ul style="list-style-type: none"> • DDSA would like to add features to the current DDSA webpage • Currently only has DDSA committee names and previous minutes • Ideas to add: <ul style="list-style-type: none"> ◦ Event photos ◦ DDSA related documents 		
Action Items		
	Person Responsible	Deadline
Speak to Deb about changing website	Majid	

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Topic			
DDSA Members	Majid		
Discussion			
<ul style="list-style-type: none"> • Would like to have enough interest for formal elections next year • Need ideas for how to get people more involved and aware of DDSA activities • Increase communication about what the DDSA does • Create a DDSA update email 			
Action Items			
	Person Responsible	Deadline	
DDSA email template	Megan		
Topic			
DDSA Events	Majid		
Discussion			
<ul style="list-style-type: none"> • Activities and Events <ul style="list-style-type: none"> ◦ Ideas: Sporting events, bowling, cultural events (need better attendance) ◦ Survey students? • Pub Night <ul style="list-style-type: none"> ◦ November 7, 2013 at 5:30pm – Phoenix • Orientation <ul style="list-style-type: none"> ◦ What did you expect to hear about the DDSA at orientation? ◦ Should we arrange for extra time next year – e.g. DDSA specific time slot • Research Day <ul style="list-style-type: none"> ◦ Approximately May timeframe – Lunch and pop provided 			
Action Items			
	Person Responsible	Deadline	
Topic			
Logo Design	Alireza		
Discussion			
<ul style="list-style-type: none"> • Ask for assistance designing new logo for the DDSA • Would people be interested in a competition? 			
Action Items			
	Person Responsible	Deadline	

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DeGroote Doctoral Students Association – DDSA Meeting Minutes		
Topic		
PhD Cluster		
Discussion		
<ul style="list-style-type: none"> • Lunch room <ul style="list-style-type: none"> ◦ Can we make improvements to the lunch room area of A210? • DDSA Wall <ul style="list-style-type: none"> ◦ Looking into getting a new corkboard for the DDSA wall to post events, updates, etc. 		
Action Items	Person Responsible	Deadline