

# DDSA Minutes

## DeGroot Doctoral Students Association – DDSA Meeting Minutes

Friday, November 14, 2014

4:30 pm

DSB 412

<b>Attendees</b>	Alireza Tajbakhsh, <a href="mailto:alirezt@mcmaster.ca">alirezt@mcmaster.ca</a> Amirmohsen Golmohammadi, <a href="mailto:golmoha@mcmaster.ca">golmoha@mcmaster.ca</a> Firat Sayin, <a href="mailto:sayinfk@mcmaster.ca">sayinfk@mcmaster.ca</a> Maheeya Mujib, <a href="mailto:mujibm@mcmaster.ca">mujibm@mcmaster.ca</a> Saeed Shekari, <a href="mailto:sshekari@mcmaster.ca">sshekari@mcmaster.ca</a> Vivek Krishnamoorthy, <a href="mailto:krishv@mcmaster.ca">krishv@mcmaster.ca</a>
<b>Absent</b>	Saeed Shekari, Amirmohsen Golmohammadi
<b>Note taker</b>	Maheeya Mujib

### Topic: Lunch and Learns

- November 2014 + February 2015
  - Teaching Experience during PhD Tenure (Name of some PhD students were proposed but needs to be finalized).
- Payment/Expense Management
  - Proposed seminar on the new payment structure and how to manage
  - Budgetary Workshop [Alireza: communicating with SGS]
- Etiquette for PhD students
  - Proposed panel for possible speakers.
- March 2015 or April 2015
  - Consultancy Market after Graduation [a panel including a Prof and a PhD student]

### Topic: Research Day

- No discussion

### Topic: Pub Nights

- Proposed for either Wednesday or Thursday around 5:30. It still has to be finalized in the next meeting.
- Next pub night on Dec 4<sup>th</sup>, 2014
- Firat and Vivek will communicate the time and place

### Topic: PhD student skill sets

- Make and share a list of unique skills that each of the PhD students hold. This will facilitate a sharing of knowledge.

### Topic: DDSA Fund collection

- This proposal needs more discussion as permission might be needed to gather funds from the students.
- Possible avenues to approach this proposal was discussed but not finalized.
- How, when and what amount to collect, if possible, was discussed. In which areas this fund will be utilized (office supplies, kitchen, etc.) needs further discussion with all members present.

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### Topic: DDSA Logo change

- Possible change to the current logo to make it more communicable. Each member of DDSA will think and come up with possible alterations to be presented to the other members in the next meeting.

### Topic: Other Subjects [Next Meeting]

- All DDSA Members
  - Proposing other topics of interest for Lunch&Learns within the next meeting
  - Investigating the ways we can urge the PhD students to contribute monthly a specific amount of money for necessary expenders in PhD rooms at DSB
- Designing Logo for DDSA
- Proposed list of skills
- Photo of DDSA Page
  - <http://phd.degroot.mcmaster.ca/current-students/degroot-doctoral-students-association/>

### Topic: DDSA Meetings

- Friday, November 14<sup>th</sup> [Maheeya: meeting minutes from the second meeting, receiving members' feedback, and sharing the revised version with PhD Office for posting on the DeGroot's website]
- Friday, December 5<sup>th</sup> [Maheeya: coordinating the meeting's time with DDSA members, booking a seminar room in DSB for one hour, sharing agenda, and reminder email]