

DDSA minutes

Degroote Doctoral Student Association – DDSA Meeting Minutes		
DATE	07 Feb 2013	DSB 421
Attendees	Felicia, Sophia, Andrew, Majid, Saeed, and Sonia	
Note taker	Sonia	
Topic		
New DDSA appointments		
Discussion		
<p>Felicia Cheung was appointed as the new DDSA Communications Officer and Sonia Camacho was appointed as the new Secretary. Andrew Carrothers moved from his former position as Communications Officer to the Treasurer position.</p> <p>The new members were welcomed and informed of their responsibilities.</p>		
Action Items	Person Responsible	Deadline
The information of new members will be posted on the DDSA website. Deb will be contacted to achieve this.	Saeed	Not defined
Topic		
CARMA		
Discussion		
<p>The technological issues faced during the last CARMA webcast (i.e. buffering, delays in transmission) were outlined.</p> <p>It was agreed that the next webcast will be tested, without sending an invitation to the PhD students. Depending on the results, one of two paths will be adopted: (1) the following webcast will proceed as usual, or (2) the link to access the material will be provided after the webcast takes place.</p>		
Action Items	Person Responsible	Deadline
The next webcast will be tested	Felicia	According to CARMA webcasts' schedule
Topic		
Lunch and Learn		
Discussion		
<p>Two upcoming lunch and learn were discussed.</p> <p>The topic of the first lunch and learn will be Procrastination, and will be presented by Dr. Cooper. It will be held on February 20th. Sophia has already booked a room for the event.</p> <p>It was agreed that the second lunch and learn will take place in March. The topic will be on the WRDS database.</p>		
Action Items	Person Responsible	Deadline
Confirm room and details for the event	Sophia	
Arrange for L&L #2	Saeed	Next DDSA Meeting
Topic		
Research Day		
Discussion		
<p>DDSA team discussed about a potential date for holding Research Day. Considering the exams' schedules for both the undergraduate and MBA programs, it was agreed that it will be likely held during the last week of April. However, if the team finds out that this week is still too busy in terms of marking, it was agreed that Research Day can be held the first week of May.</p>		
Action Items	Person Responsible	Deadline
Send out an email to PhD students to create awareness about Research Day and to start encouraging participation from students of all areas	Felicia	Next DDSA Meeting

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Topic		
Fun activities		
Discussion		
The original idea of having a curling day was put on hold, as the details about the activity have not been concreted. Instead, it was proposed to have a bowling activity during reading week.		
Action Items	Person Responsible	Deadline
Find out the details about cost and potential dates to have a bowling activity	Majid	Before reading week

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