

Board Meeting 29.05.2019 AGENDA

Meeting starts at 16.00

Location: hangout

- 1 - Welcome to SiN
- 2 - Definition of technical roles in SiN
- 3 - Definition of interest of each board member
- 4 - Q/A
- 5 - WorkLoad sheet and Travel Claims
- 6 - Todo list (improve website, revise the Statute)
- 7 - Next meeting

Meeting Minutes:

Meeting started at: 16:05

Present: Muhammad, Ingvild, Lisa, Charlotte, Yizhou, Enrico, Yannik, Dipesh, Alessandro

Absent: Irene

- 1 - Welcome to SiN

-Enrico welcomes the attendants, everyone gives a short introduction of himself.

- 2 - Definition of technical roles in SiN

-IT, Alessandro will take care of that.

-Social media responsible, make everyone owner of the facebook account. Lisa will take over main responsibility.

-Ingvild will be the «delegate» for the FU meetings in Oslo.

- 3 - Definition of interest of each board member

-Board members were assigned to “topics of expertise” according to their areas of interest within the Area_of_interest_list_draft document.

4 - Q/A

-Ingvild suggested to set up a meeting plan for 2019. The board agreed that the first Thursday of the month will generally be the targeted date for the monthly meeting.

-A personal meeting will be scheduled after receiving the funding.

5 - WorkLoad sheet and Travel Claims

-Enrico informs about the correct submission of receipts for reimbursement. Submission of the flown confirmation or a boarding pass is theoretically required but was not requested from the reviewer side as Dipesh informed us. A short vote if we want to request a boarding pass ends with 7:1 in favour of boarding pass. The boarding pass(es) should be submitted together with the travel claims. If that is not possible an explanation has to be given by the traveler.

6 - Todo list (improve website, revise the Statute)

-Allesandro and Lisa will work on improving and update the webpage, Irene expressed her interest in that during the AGM.

-Ingvild and Yannik will take over reviewing the statutes.

-All board members should have a look on the PhD-day materials in the shared folder and discuss the potential involvement/ will to contribute with the local organisations to be able to discuss that at 04.07.2019

Next scheduled meeting 04.07.2019