



**PhD Chapter at THS | Doktorandsektionen vid THS
Board 2023/2024**

Agenda for Board Meeting #01

Place: Hybrid

Date: 18/7-2024

Time: 15.00

Invitees: Board Members, Auditor

Formalities: [5 min – 10 min]

1. Election of Meeting Chairperson, Secretary and Minute Checker.
2. Approval of Agenda.
3. Eventual matters related to formalities.

Board Reports / Informs: [20 min – 30 min]

4. Introduction rounds
5. Chairperson: Asana and Slack, usage of functional emails, Google Drive.

No reports from KTH committees as they did not reunite during the month of July.

Discussions: [60 min – 90 min]

6. Chairperson: Operational plan for the board and goals discussions.
7. Chairperson: Time compensation guidelines for the board and prognosis for HT2024
8. Chairperson: Frequency of board meetings and dates for the next board and chapter meetings.
9. Committees and work groups distribution
10. Jackets and shirts new members
11. Chairperson: Kårfullmäktige
12. Chairperson: Group/individual Photos
13. Chairperson: On-boarding plan with FuSAM

14. Education Manager: PhD Survey and Salary ladder Survey

15. Event Manager: PhD Reception

Decisions: [10 min]

16. To approve up to 20 000 kronor for **1 year of Slack Business**, covering up to 50 weekly active users (as of Jul. 12, the number of active users is 68, we only pay according to usage). This price is given with an 85% discount in relation to the full price.

17. To approve possible additional costs (new members) that might be necessary to migrate other council's workspace into ours.

18. To create a functional email address for the webmaster

19. To appoint Ugne to Kårfullmäktige

20. To appoint Doga as representative to FuSAM to discuss the onboarding process at a central level for all PhD students

21. To appoint Doga as representative to the thesis template working group

22. To stop payments for the Asana software - project management software

23. A framework to be created for future boards to create prognosis documents for the board positions regarding time compensation.

Approved per capsulam decisions:

2024-06-10: Mohammad Abuasbeh (ITM) requests 10500 sek (up to 30 people) to do a PhD Summer Retreat weekend at Osqvik with your fellow PhD students.

When: depending on Osqvik's availability one of the first three weekend of July (5 th -7 th, 12th - 14th, or 19 th -21 st). Where: Osqvik in the Archipelago in Värmdö, (Jerkas väg 1, 134 32 Gustavsberg).

2024-06-10: Mohd Aiman Khan (ABE) requests 2000 sek (8 people) to do a badminton tournament in the division of transport science plus funds to buy some wraps, energy bars and drinks.

2024-06-12: Zoe Barjot (Workgroups manager) requests 8000 SEK for a long term court booking at KTH Hallen for a semester (16 weeks)

The prices depend on if you book one term or one semester:

Semester

475kr/ hour for a big court (floorball, volleyball, basketball)

185kr/h for a small court (badminton)

Term

500kr/h for big court
195kr/h for small court

2024-06-12: Mattias Åstrand (Event Manager) requests 2000 SEK for pub running costs - gift cards and food for the volunteers.

2024-06-12: Daniel Medeiros (Chairperson) and Jordi Altayo (EECS) request 22950 SEK for tennis sessions for 17 weeks at Tennisstadion near KTH.

We plan to book up to 3 courts every week (beginner - intermediate - advanced) with 4 people each depending on the demand for that week. Cost per hour ranges from 355 kr to 570 kr depending on time, so we go for the middle ground of 450 kr per hour, or up to 22950 kr in total (cost for 17 weeks).

2024-06-13: Matt Davoudizavareh (Business liaison) requests 15.900 SEK for booking a bus for the Hitachi visit to Ludvika on June 24th. Departure at 6:00, arrival at 16:30.

2024-06-27: Daniel Medieros (outgoing chairperson) requests 400 SEK for the handover between him and Ugne (incoming chairperson).

2024-06-28: Ugne Miniotaite (outgoing education manager) requests 200 SEK for a handover meeting with Ellymay Gossens (incoming education manager).

2024-06-27: Matt Davoudizavareh (Business liaison) appends his original request for 15,900 SEK with a changed sum of 17967 SEK since there was a delay.

2024-07-07: Zoe Barjot (Workgroups manager) updates her original request of 8000 SEK for a long term court booking at KTH Hallen to 9025 SEK as the term goes from Week 33- Week 51.

2024-07-11: Matt Davoudizavareh (Business Liaison) requests 5760 sek for bus ride for Ericsson technical visit on August 27th.

2024-07-23: Andressa Mazur (Communications Manager) requests 2000 sek to order 3 jackets for the new members of the board.

2024-07-23: Mohd Aiman Khan (ABE) requests 1800 sek to fund Badminton and dinner with PhD students from the Transport Planning division (300 per person).