Monthly Meeting Minutes—October 6, 2014

The October monthly meeting of the Physics Graduate Student Council was held on October 6, 2014 at Panera in Harvard Square. Jae Hyeon Lee, Olivia Miller, and Arthur Safira were in attendance. The other Council members, Victor Rodriguez and Nick Langellier, were absent. The present document summarizes items discussed, plans for the upcoming months, and division of responsibilities.

Summary

The following is a summary of items discussed and decisions of the Council.

• Review of activity in the past month: The Council reviewed its activity during the past month and discussed the progress of the current tasks and projects.
  
  – Arthur:
    1. Followed up on the task of giving G1 students access to G2 area. He will send out an e-mail to all G1’s informing them of the change.
    2. Explored the possibility of opening an external bank account for the Council. To summarize, there are various ways to set up an account for the Council, each of which entails different constraints. The Council will open an account when the need arises.
    3. Has been investigating what would be involved in extending gym hours during the summer season. In the coming month, he will contact the person who is in charge of deciding the hours.
    4. Spoke with Jacob and Prof. Manoharan about creating an alumni directory, which current graduate students can use to contact alumni for professional development/networking purpose. They approved of the idea and Jacob even volunteered to work on it possibly over the winter. Next step is procuring the approval from Prof. Morii, the current chair.
  
  – Olivia:
    1. Organized the kick-ball event. Recommended that for next year the Council organizes the event during orientation for better turn out among faculty and students.
    2. Has been active with Women in Physics organization. She is working on creating alumni list and has reached out to other departments. She is planning to organize several events in the upcoming months.
  
  – Jae:
    1. Conducted G1 survey after the kickball event.
    2. Analyzed the survey responses and prepared a report summarizing the results.
    3. Decided to postpone 1) organizing a meeting with other department student leaders, 2) designing exiting student/alumni survey, and 3) drafting a "letter to alumni" until the post-survey activities are over and more concrete goals of the organization are set.
    4. Did not have a chance to work on the website. Will complete it in the coming months.
  
  – Updates from Victor and Nick on their projects and tasks will be gathered in the coming month.
The Council analyzed the survey results. Discussed future directions and came up with tentative goals as well as strategies and plans for achieving them. A polished version of the summary report as well as a summary of recommendations will be distributed among community members in the coming month. Jae will organize a meeting to discuss survey results with Prof. Manoharan, Prof. Morii, Jacob, Lisa, the Council members, and any other community members who are interested in joining. Afterwards, the Council will present the results of the survey and make recommendations at the faculty meeting.

In the coming month, Olivia will begin planning/organizing for the annual puppet show. The puppet show will be held in February as was discussed at previous monthly meetings of the Council. The Council decided that at an appropriate juncture, Olivia will remind students of topics that are best avoided in the puppet show. This is by no means to censor or stifle creativity.

**Plans and division of responsibilities**

Below is the summary of the plans and division of responsibilities within the Council until the next monthly meeting.

- **Shared task:**
  1. Participate in the post-survey meeting.

- **Arthur:**
  1. Procure the approval of Prof. Morii for the creation of alumni directory.
  2. Contact the person who is in charge of deciding gym facility hours during the summer season.

- **Olivia:**
  1. Begin planning/organizing for the puppet show event to be held in February.

- **Nick:**
  1. Continue organizing social hour.
  2. Update the Council with the progress of his projects and tasks.

- **Victor:**
  1. Update the Council with the progress of free coffee project.

- **Jae:**
  1. Organize post-survey meeting.
  2. Polish and distribute the summary report of the survey results and recommendations.
  3. Work on the website.