

# FSR Protocol

Topic of Meeting: Mails, Drive, Finances, Events, CogSci Conference, Key, Evaluation, VeFa

Date: 20. 12.2024

Place / Room: Discord

Beginning/ Time: 11:00 am

End/ Time: 12:18 pm

present: Anna, Franziska, Joy, Fey, Emily

absent: Mandana, James, Marleen

Lead of Meeting: Franziska

Log Management: Joy

## Agenda



1. Mails
  - a. Enquiry to ZIM still not responded
2. Building a Google Drive as an interim solution?
3. Finances
  - a. After sending the missing materials to Sophie, money from AstA has now arrived in our own accounts
  - b. We apparently weren't rightfully informed about branding for our Ersti-Beutel, so to have the notebooks and bottles counter-financed we need to order stickers (to brand them) - still ~ 130€ not refunded
  - c. Question Anna: If we have to order stickers anyhow, and there was a question of merch in our (Bachelor) Evaluation - should we poll if there is a demand for merch? (Btw we already do not have any bags anymore)
  - d. Other investments - kettle, waffle iron?
4. Events
  - a. Coffee and Cake went rather well
    - i. Anna Question: Should we log our events? (Like what went good, what could we improve? - Meeting to debrief events? - Guid how to organise events.
    - ii. What to do with the leftover bottles?
  - b. Planning of new Events for January / February.
    - i. Proposals: Game Evening, Visit of the Potsdam Castles (one day or maybe like a series)
5. CogSci Conference
  - a. Do we want to go? / How do we act on it?
6. Key

- a. Has not arrived yet. Worrying?
  - b. Lydia did not respond to message after last meeting.
- 7. Bachelor Evaluation
  - a. Update: Evaluation results were organised to prepare for a meeting with Engbert (Mail send)
- 8. VeFa
  - a. Today at 6pm in Griebnitzsee.
  - b. Don't think i can / will go.

## Updates

1. Mails
  - a. ZIM did not respond to inquiry on Box.UP
2. Building a Google Drive as an interim solution?
  - a. Anna started building a Google Drive
  - Can be used while we do not have access to Box.UP
  - But Box.UP will be main storage (as soon as it works again)
  - Protocols should be uploaded on the website
3. Finances
  - a. We get most of the money back, but not for notebooks + bottles (because they do not count as "merchandise")
  - Solution: we need to put stickers on these items → need to design & order stickers
    - When we are ordering stickers, we can also add more merchandise: t-shirts, hoodies, bags, ...
    - Financing: get design ready, then have students pre-order, give money back via Asta (about 10%)
  - Announcement: designs for stickers, hoodies, etc. → until January 2nd, 2025, 23:59
    - People can hand in design ideas
  - Meeting for design January 5th, 10am, at Franziska's place
  - Could Anna be new finance person when Franziska leaves?
    - Unsure, as she'll leave Potsdam in October
  - c. other investments
    - Kettle? Waffle iron?
    - Waiting until after Christmas as stuff is usually getting cheaper around that time
    - Meeting for ordering: December 30th, 10 am
  - d. Can food items be paid for by Asta?
    - Also, what happens with stuff that is (way) beyond the best before date?
4. Events

- a. Christmas event December 18th: Success!
- Anna will write protocol to note what went well, what did not → pass on knowledge!
- No one was on time → how do we pretend this for future events?
  - Better communication
  - Have at least 2 people aiming for being on time
  - If no one can make it, tell students as soon as possible
- b. Events for January/February?
- Gaming night(s) in January/February
- Also visiting castles in Potsdam together → again pay for part of the tickets
- Trip for freshies? → to be discussed in future meetings
- Game night January 14th, 2025, 5 pm → Anna will post announcement, Fey will design invitation
- 5. CogSci Conference
  - a. Updates in January: who wants to go; people will form group
- We can take Franziska's car
- 6. Key
  - a. Still not there
- Should we worry or not?
- Anna will check mail today, we decided to worry in January (Christmas might delay shipping)
- 7. Bachelor Evaluation
- 8. VeFa
  - Can James perhaps go? → Franzi will ask him
- 9. Other
  - Mail responsibilities updated → get James out, group Anna, Mandana, and Emily together

Lead of Meeting	Protocol
	
Franziska Reichmuth	Joy Sarow