

CLEWS FSR – Meeting Protocol

Location and time: 02.01.01.15, 18:15, 19th August 2026

Meeting announced on: 12.08.2026, 16:00

Protocol Author: Alex Schiffer

Moderation: Flo

Format of the representation of voting results: (For / Against / Abstentions)

Agenda (TOPs)

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1. Attendance

Members present: Alex, Bianca, Emma Griesse, Flo, Sophia, Tanaumi

Members absent: Benny, Emma Gerlach, Faith, Jonas, Marissa, Pauli, Silke

Guests:

2. Determination of quorum

50% or more present? **No**, with 6 out of 13.

3. Acceptance of the previous protocol

Protocol of the last FSR meeting (15.07.2028) written by Emma is **not decided on**, due to not being quorate.

4. Acceptance of today's agenda

Agenda of today (20.05.2026) was **accepted with (6/0/0)**.

5. Finance

All the nice finance stuff:

For important notes see the comments in this section. How are your impressions? What worked well, what could be improved?

- tape for the badminton rackets (probably around 5€) ✓ *high priority*
- plants (already gifted by Flo's roommate) x
- whiteboard and pens (ask Andreas first) x
- Fan (Marissa looks for price) *lower priority*
- hot water bottle (Bianca has one, the she will gift to the fsr) ✓ x
- new music box (or maybe rather wait for answer from Emma, Silke will ask her) ✓ *lower priority?*
- HalliGalli game (Pauli checks price) ✓ *lower priority*
- Playing cards (Pauli will bring some) x
- Beamer (Silke asks Sophia, Emma asks in Geo group) ✓ *medium priority*
- Viking chess (maybe Benny's flat has them) x we can apparently have one, emma asks benny again
- cable for monitor (Flo) -ca 17€ (vga to USBc), 18€ (vga to hdmi) ✓ *high priority*
- Beer Pong table x
- foldable table (Bianca) ✓ *high priority*
- posterleiste for hanging up and taking down map easily ✓ *medium priority*
- chess set (Flo will look for it) - found nothing ✓ *very low priority*

6. General Meeting

Before October we need to hold one more general meeting to add changes to our constitution (otherwise we will encounter some problems). Would someone have time to set up this meeting?

Alex will be preparing the changes for the constitution. If you want help, you're welcome to join.

7. new cohort

Some Stats:

- min 23 - max 29 students of the 23:
- 13 german
- 4 turks, 2 US, ukraine, netherlands, italy, pakistan, estonia
- 10 men, 12 women, 1 nb
- some will start later

8. First Semester Weekend

Finance: Alex, Bianca(?)

Food: Pauli, Jonas

Events: Walk (Alex), Awareness-Workshop (Flo, Tanaumi, Bianca), Party + Kronkorken (Jonas), Teambuilding + FSR intro (Alex, Emma), Bonfire (Alex), Cleaning (Alex or Emma Gerlach?)

Rough Plans

Location/Time

- Ruestzeitheim Vietmannsdorf, 23.10 (16:00) -25.10 (14:00)
- Flo is responsible person for the house.

Transportation

- 2 groups of Transport: Early arrivers and student body
- organise the public transport for student body – Silke?
Find responsible person!! Emma maybe
- Flo responsible for earlier arrivers and car

Who can come

- Capacity of house is 40 people
- Priority 1: 1st semester students, people from gen25 who missed last year, FSR people who helps (ask in gen25 whatsapp chat)
- Priority 2: Other CLEWS students

Information/Communication

- email when students when are accepted, advertise during 1st semester kick off on 01.10.2026
- Marissa responsible for sign up form (last years in GoogleDrive), include question about who drinks alcohol

- Start registration on 1.10.2026, Official deadline is 12./13.10

Food

- Pauli in charge of kitchen, Flo will help with recipes (Recipe Collection on Drive)

Finance

- 50% of costs supported by FSR, rest paid by students
- Hut is paid per person. How many people can we afford?

Friday: Arrival, Team Building, Dinner, Kronkorken-Workshop, Fire Pit or Boardgame Evening

Saturday: 7:00-9:00 Breakfast, 9:30-10:00 Team Building, 10:00 - 12:00 Awareness, 12:30 - 15:00 Walk with Lunch at around 13:15, 18:00 Dinner, small FSR presentation, Party

Sunday: 7:00-9:00 Breakfast, 9:30-11:30 Cleaning, 11:30 - 12:30 Teambuilding + Feedback, Take the bus

Main priorities: Estimating Food Costs (Pauli, Jonas), finding out cost per head at hut (Flo), preparing sign up form (Marissa) and estimating how many people are coming(??), Public Transport Stuff (Emma, Silke)

9. First Semester Week

Plans Clews Team:

- Introductory CLEWS Event: 1st of October, 2-4 pm (online)
- International Student Onboarding (7th October)
- Welcome Event: 12th October, 10 - 12 in person in room 2.32.0.01

Plans FSR:

- Pubquiz + Bar tour: Pub a la Pub, Elflein, Bar Gelb, Kuze
- BBQ
- Meeting older generations at Lesecafe
- Potsdam/Park Sanssouci Tour
- Climate Puzzle
- Active Break / Volleyball / Sports

10. Action items review

Ongoing action items:

General:

- Send a message in connection group about heatwave → **Benny** ✓
- Find a meeting time for the room coordination → **Marissa**
- Ask GeoFSRs for Beamer – **Emma** ✓

- Ask flat if they have too many viking chess – **Benny** ✓
- Ask Andreas for whiteboard – **Benny** ✓
- Ask VeFa for mailling list – **Emma** ✓
- Write Insta text about fiesta – **Emma**
- Write message in discord for contributions to repository– **Flo** ✓
- Find prices and items for buying stuff. – **Marissa, Emma, Silke, Pauli, Benny, Bianca, Fo**

long-term Todos:

- Update Exam questions and so on the CLEWS repository – **all**
- New Mark Lawrence courses: plan this more, involve CLEWSies, make a draft, talk to Thorsten Wagener – **Jonas, Benny**
- For July - Write How Tos: Awareness section – **Aeon/Elli, Website – Aeon**
- Continue planning movie event – **Silke**
- Refine the Awareness Concept → **Flo**
- Collect information regarding university politics and post it or ask Sophia → **Alex**
- Collect Changes to Constitution needed for General Assembly before October. → **Alex**
- before October: update the inventory (as soon as the room is settled) – **Alex**
- Clean up Drive

- Find prices and items for buying stuff. – **Marissa, Emma, Silke, Pauli, Benny, Bianca, Fo**
- Prepare Constitution Changes (**Alex**)
- Prepare General Meeting (**Emma**)

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11. Next scheduled meeting

Date: 26th August 2026, 18:15

Location: Online and in 2.01.1.15

12. Action items

First Semester Stuff:

- Estimate Food Costs (**Pauli, Jonas**)
- Cost per Head for Hut (**Flo**)
- Prepare Sign-Up Form (**Marissa**)
- Estimation of People-Amount (???)
- Public Transport Organization (**Emma**)
- Pinning down day for Pub (Friday) (**WHO????**)

General:

- Find a meeting time for the room coordination → **Marissa**
- Write Insta text about fiesta – **Emma**