

CLEWS FSR – Meeting Protocol

Location and time: Golm, in front of the Mensa, 12pm, 30th April 2024

Meeting announced on: 30th April 2024

Disclaimer: This meeting was announced very short-notice (less than 24h before) since the meeting on 7th May 2024 had to be cancelled. So this was just an "emergency" meeting to exchange some updates, but no important resolutions were made.

Protocol Author: Sophia

Moderation: Rike

Agenda (TOPs)

- | | | |
|----|--------------------------------------|---|
| 1 | Attendance | 1 |
| 2 | Determination of quorum | 1 |
| 3 | Acceptance of the previous protocol | 1 |
| 4 | Registration with VeFa | 1 |
| 5 | Document Structure/Cloud/Mail | 1 |
| 6 | Finance Workshop | 1 |
| 7 | Logo Competition | 1 |
| 8 | Events | 1 |
| 9 | Room | 2 |
| 10 | Website | 2 |
| 11 | Collection of old exams | 2 |
| 12 | Complaint about meeting announcement | 2 |
| 13 | Picture for Website | 2 |
| 14 | Action items | 2 |
| 15 | Next scheduled meeting | 2 |

2. Determination of quorum

More than 50% present? **yes :D**

3. Acceptance of the previous protocol

Protocol of the last FSR meeting (23rd April 2024) written by Aeon accepted unanimously.

4. Registration with VeFa

done (yay :D)

5. Document Structure/Cloud/Mail

(online) update from Konsti: Application form for an @uni-potsdam.de mail adress is out. Waiting for reply

Write a template for FSR meeting protocols. Andreas has some nice templates for protocols, Johannes could ask Andreas. Aeon starts working on a template in LaTeX

6. Finance Workshop

Next one mid of May, invitation will be sent by VeFa mailing list. You can also attend if not part of the finance team

7. Logo Competition

Liv posted the announcement on Discord, maybe also send some ideas (logos we already have, suggest canvas, ...)

8. Events

Team is meeting after council meeting, they will decide on 2-3 dates internally and then discuss it again with the rest of the fsr

Three events planned to far: barbecue (May), picnic at lake (mid of June), end of semester party (end of semester, maybe before actual end)

1. Attendance

Members present: Aeon, Gustav, Johannes, Liv, Louis, Ludo, Paola, Rike, Sophia

Members absent: Jay, Konsti, Tilo

Guests: /



Proposal by Rike: Film Night: Picture a Scientist (ask for licence (easy), request asta), Rike is in contact with Casino (where Unikino is also happening) and Asta for finances

About Ersti & FSR trip: Gustav wrote to Gülpe, no response yet. We discuss date when we know about the Gülpe schedule

9. Room

Ludo asked secretary of Physic building: no free room, Jans room is basically occupied (so that is only Plan Z). Rike asked for room in new building: will take a lot of more time until completed, but they will check for availability in any building in Golm

10. Website

Andreas does first website, will teach some of us to edit it, we can put protocols on the website, Aeon will think about content

11. Collection of old exams

Make a collection of old exam questions and keep it updated – maybe new role for 1-3 people? Question to discuss: will it be official (could cause some problems with professors)?, maybe link it with Andres box.up? Conclusion: we wait with this until we have updates from box.up and then think about the role

12. Complaint about meeting announcement

Meeting was a bit short-term announced (less than 24h) so there was a complaint. We will announce it earlier in the future (however this time it was just an emergency meeting)

13. Picture for Website

Postponed to next meeting

14. Action items

- Send reminder for logo competition & canvas inspiration on Discord – **Liv**
- Plan CLEWS events – **events team**
- Write mails about film night – **Rike**
- Think about content for website – **Aeon**
- Answer to complaint about meeting announcement – **Louis**
- Make a protocol template in LaTeX – **Aeon**

15. Next scheduled meeting

Date: 14 May 2024, 12pm

Location: Golm, in front of the Mensa