**Open Science Student Support Group – meeting agendas and notes**

September 16, 2020 – Second meeting

Meeting notes:

Action items:

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| --- | --- | --- |
| **What?** | **By when?** | **Who?** |
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Agenda:

* **Introductions/check-in**
* **Meeting structure: rounds, decision based on consent**
* **Representation in organizational group – who else to include**
* **Organizational structure**
  + **Core organizers & contributors**
  + **Core organizational roles** 
    - **Independent units**
    - **End responsible & autonomous, but able to get support/delegate**
  + **Meetings as needed**
* **Core organizational roles:**
  + **Sessions (2)**
  + **Promotion (1)**
  + **Online platforms (2)**
  + **Feedback & community (2)**
  + **Temporary: creation/set up of group foundations (2-3)**
* **Vision/purpose/motivations**
* Topics
* Community guidelines
* Anything else?

September 9, 2020 – First meeting

Agenda:

* **Introductions**
* **Meeting structure: rounds, decision based on consent**
* **Basic structure of group:**
  + **Biweekly online sessions (~2 hours) – check**
  + **Online communication platform(s) -** 
    - **Private first: Slack?**
  + **First session: First week of October**
  + **5/6 sessions in the Fall 2020 semester**
* **Promotion:**
  + **Blurb sent through department mailing list**
  + **Email-to-email: supervisors/students**
  + **PGSA facebook group/email**
* **Organizer structure/communication channels**
* Topics for Fall 2020
  + Translational science
* Structure of online sessions
* Community guidelines
* Anything else?

Meeting notes:

* Introductions
* Meeting structure: rounds, decision based on consent
* Basic structure of group:
  + Biweekly online sessions (~2 hours)
    - Sounds good.
  + First session: Week of Sept. 28 (but hits holid
    - Maybe the 21st, or Week of October 5th?
    - Doing another Doodle poll now that everyone has availability more clear
      * Gwen will send out ASAP
  + 5/6 sessions in the Fall 2020 semester
  + Online communication platform(s)
    - Private first: Slack
  + Export each month so we don’t loose anything
  + Someone to look after Slack
  + Download and keep running list of links
  + Zotero? For references
* Promotion:
  + Blurb sent through department mailing list (link to Slack?)
  + Monday memo – email Lisa, work two weeks in advance
  + Honours – reach out to Melissa (Brittany can)
  + Email-to-email: supervisors/students, including honours students?
  + PGSA Facebook group – email sent out
  + GPPP – Emiko to reach out to Lorraine
* Organizer structure/communication channels
* Primary Organization – Matt, Emiko (for Fall, Winter is busier)
* Jassleen – get back by the end of the week
* Michael – more interested in making things and presenting, active with content of sessions, maybe expanding to public presence
* Maybe have representative from all areas –
  + Jaimie from Clinical (Brittany to reach out)
  + Lorena from I/O
* KEEP REACHING OUT VIA EMAIL AND GET CONTACT TO GWEN FOR DOODLE POLL
* Topics for Fall 2020
* Structure of online sessions
* Community guidelines
* Anything else?

Summary/Action Plan:

* Starting the week of October 5th?
* Reach out more broadly in the department, try to have representation from all area
* Members: email anyone that might be interested and send any names to Gwen who might be.
* Gwen: invitation to department sent out, doodle poll with most popular choices
* Work on promotion once things are confirmed.

Action items:

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| --- | --- | --- |
| **What?** | **By when?** | **Who?** |
| Reach out to people from Clinical Psychology and I/O |  | Emiko & Brittany |
| Write promotional blurb |  | Gwen |
| Create doodle poll with time points when there are no departmental classes |  | Gwen |
|  |  |  |