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

Meeting notes:

Action items:

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

September 21, 2020 – Third meeting

Meeting notes:

Action items:

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| **What?** | **By when?** | **Who?** |
| **Share inequality paper to Slack** | **Personal deadline** | **Emiko** |
| **Updating session structure**  **Including:**  **Presentation time range (10-20minutes)**  **2nd round:**  **10 minutes - in big group (questions)**  **20 minute – smaller group**  **Define criteria for challenges** | **Personal deadline** | **Gwen** |
| **Copywrite issues figured out**   * **Presenters can be given options** * **UCalgary policy for graduate students** | **Personal deadline** | **Matt and Michael** |
| **Slides for first session** | **Personal deadline** | **Gwen** |
| **Blurb for first session promotion created** | **Wednesday 23rd if we want Monday memo this week (if not the next Wed!)** | **Gwen** |
| **Get blurb out**   * **Monday memo (Lisa)** * **GPPP Facebook page post** * **PGSA Facebook post and email list (send to Brad)** * **Honours class (Send to Mel)** | **Monday memo Thursday 24th**   * **Tell her for two weeks** * **Rest by Monday 28th** * **Reminders Monday 5th** | **Brittany (and Jenelle maybe)** |
| **Connect**  **Session Organization Group** | **Personal deadline** | **Emiko and Chelsea** |
| **Create PowerPoint template with suggestions** | **Personal deadline** | **Organization team** |
| **Investigate capabilities of Microsoft Teams** | **Personal deadline (when you get access)** | **Gwen** |
|  |  |  |

Agenda:

* **Introductions/check-in**
* **Meeting structure: rounds, decision based on consent**
* **Purpose of sessions**
  + **Introduce students to topics and provide practical steps and ideas (further reading if interested), why important, and how they can start using it, but lots of time for discussion. They may have heard about it, but it is difficult to make yourself stick to it, space to be circle of support, share experiences and difficulties. Topics: ethics and data sharing, subtopic for each topic we discuss**
  + **Likes how interactive, peer support, structure and community guidelines still need to be fleshed out (subgroup can tackle). Session itself, point for each session, what could be potential risks (easy to get excited, move forward, fully adopt everything) but there may be things that don’t necessarily work. Good paper in American Scientist – open science might reinforce inequality in STEM**
  + **Biggest part is information/knowledge dissemination, learn more about it, inequality worth keeping in the back of our heads**
  + **Discussion can be good or bad, monitor that, likes hands on things, something practical – more workshop (maybe an addition to biweekly sessions, after sessions). Discussion can get off topic**
  + **Like outline, intro then interaction, Emiko agree – highlighting risks, technology that is out there, privacy (of participants – good point with ethics),**
  + **Like the idea of learning outcomes/objectives at the beginning, balance info dissemination and discussion,**
* **Session structure**
  + **Would all the risks, pros, be in the 15 minutes? Yes, so maybe the presentation might be a bit too short 🡪 not deep dive, but still want enough info**
  + **Cite things, risk then citation so people can go into it more, see how it works and adjust from there**
  + **Idea of the challenges are good, criteria for what the three challenges are, might throw off time if one goes faster or slower than expected.**
  + **Like format, range for presentation might be good (10-20 minutes)**
  + **2nd round: large group might be good there, so questions aren’t being repeated inside breakout rooms, presenter might know the answer.** 
    - **Go back to question model? If staying in one group.**
    - **Maybe break this section up so ask questions to the big group/presenter (10 minutes maybe?) and then thoughts/questions in breakout rooms after that (20 minutes)**
  + **3rd round: grouping people by challenge level, more in common to talk about, do see the benefit of mixing up too** 
    - **Challenges break up could work,**
    - **Try out different ones and see which one works better, if one method falls apart we could try another sort of thing**
    - **If grouping by challenge, we will have to schedule in time for facilitator to do that**
  + **Prerequisites for sessions?**
    - **Having enough knowledge for each one, have them have to attend previous sessions so that they can understand, don’t want to repeat info, the end ones might be more complicated and need the previous knowledge**
    - **This could discourage folks to attend later sessions if they missed earlier ones, prefer stand alone, still like the idea,**
    - **Still agree there needs to be a holistic approach, but maybe that can wait until Winter? Keep it silo for now, concerns about accessibility**
      * **This allows to test the water, compounded might be tough if attendance is strange**
      * **Could monitor if the same people are coming each time, or if different,**
      * **Record?**
    - **Lots of people have heard about this, they might be at a level without attending our sessions, keep it welcoming by not forcing people to have done other things,** 
      * **Record idea is good (privacy though– privacy with labs and supervisors might be tricky)** 
        + **Privacy concerns, possible to only do an audio**
        + **Maybe recording only on your computer and not through Zoom, help increase quality**
        + **Recording issue could be more, they may not want to share an experience because it might make their lab or supervisor look bad? And even if their face isn’t shown, people could probably figure it out pretty quick**
        + **First session might be important to record so people know what open science is.**
      * **Making sure names don’t show up**
        + **Consider intellectual property of presenters, they have copywrite over their materials**
        + **Online platforms have licenses?**
        + **Licensing things? Could be a topic**
      * **Presenters not going to repeat each other – organizers can check in with this.**
    - **e.g., if they need R knowledge?** 
      * **Disclaimer in workshops: If you don’t know how to code, this won’t be helpful**

**Registering participants**

* **Get info to participants**
* **Keep track**
* **Get a general idea**
* **Microsoft Teams**
  + **Something that everyone has – use it as an email list**
  + **Sign up**
  + **One drive connected**
  + **Figure out how to promote with that**

**Template**

* **Optional but a resource for them**
* **Land acknowledgment**
* **First session details**
  + **First session date & time: Friday Oct 9, 4-6pm**
    - **Not perfect but fine**
  + **Topic: Introduction to open science**
    - **Nothing obligatory – supplementary/optional**
    - **Simple for people**
    - **Maybe videos over readings, shorter readings,**
  + **Presenter**
* **Organization of sessions**
* **Facilitators**
  + **Things that facilitators should be aware of, take note of**
  + **1 facilitator that opens the meeting and introduces,** 
    - **For smaller breakout sessions (one group member in each to help keep structure)**
  + **Forecasting amount of people, Eventbrite can help gauge numbers (or can Teams do that?)**
  + **Having chat facilitator too**
  + **For breakout rooms, can provide discussion question pools they can pick from**
  + **Also when we can move on, when topic is exhaustive,**
  + **Book end facilitation – same person to start meeting and close out,** 
    - **Introduce topic for next week at end**
* **Vote: topics for the next 4 sessions (open for 24 hours after meeting)**
  + **Vote for 4 topics**
  + **Think about what students need now, early in their projects if they are just sorting out**
* **Anything else?**

Agenda:

* **Introductions/check-in**
* **Meeting structure: rounds, decision based on consent**
* **Purpose of sessions**
* **Session structure**
* **First session details**
  + **First session date & time: Friday Oct 9, 4-6pm**
  + **Topic: Introduction to open science**
  + **Presenter**
* **Organization of sessions**
* **Facilitators**
* **Vote: topics for the next 4 sessions (open for 24 hours after meeting)**
* **Anything else?**

September 16, 2020 – Second meeting

Meeting notes:

Action items:

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| --- | --- | --- |
| **What?** | **By when?** | **Who?** |
| Go to Honours’ class to present | Day: Monday Sept 21st | Brittany to connect Gwen and Mel via email today  Gwen to talk & Matt |
| Reach out to GPPP | Asap? | Emiko |
| Reach out to I/O (Janelle) | Asap? | Emiko |
| Slide for 615 class | Friday | Brittany, can send slide to Gwen to adjust for honours students |
| Twitter advertisement |  | ? Chelsea |
| Plan a planning session for session 1 | Next week? | Gwen to set up  All to attend if possible |
| Slack convo about topics | Asap | Michael |

Agenda:

* **Introductions/check-in**
* **Meeting structure: rounds, decision based on consent**
  + **Consent instead of consensus (good enough)**
  + **Won’t take forever (hope)**
  + **Proposal 🡪 Questions/comments 🡪 Respond & Adjust 🡪 Major Objections**
* **Representation in organizational group – who else to include**
  + **Matt – basement peeps want to know more**
  + **I/O is busy – keep reaching out**
  + **Reach out to GPPP – Brittany did one student but she was too busy**
  + **615**
  + **Twitter – clinical students follow this a lot**
* **Organizational structure**
  + **Core organizers & contributors**
    - **Contributors are interested but only participate when they can (core go to these people when we need help, get feedback etc.**
  + **Core organizational roles** 
    - **Independent units**
    - **End responsible & autonomous, but able to get support/delegate**
  + **Meetings as needed**
* **Core organizational roles: (Poll about this)**
  + **Sessions – talk about next meeting!**
  + **Promotion – Brittany**
  + **Online platforms – Michael and Matt**
  + **Feedback & community – Jasleen, Chelsea, Gwen**
  + **Temporary: creation/set up of group foundations – Emiko, Jasleen, Matt, Gwen**
* **Vision/purpose/motivations**
* Topics
  + **Slack convo about it, ask people what they want to see**
* Community guidelines
* Anything else?

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 |
|  |  |  |