**OSSSG meeting minutes Fall 2021**

October 7, 2021

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| **Action Items** | **Who** | **When** |
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Agenda:

* Check-ins
* Review/updates on action items from previous meeting
* Debrief 2 events - what did you like/what could we improve?
* Organizational structure
  + Event organization - how is it going/how to move forward?
  + Support roles - finalize roles and how we will fill them?
* Quality money application (Chelsea/Gwen)
* Linking actions to values doc (if we have time)
* Review action items current meeting
* Closing

September 7, 2021

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| **Action Items** | **Who** | **When** |
| 1. Look over decision tree draft created by Emiko | Jenelle | Personal deadline |
| 1. Figure out issue with mailman (permissions/approval) | Brittany (& Jenelle) | Personal deadline |
| 1. Add actions linking to our values to document created by Chelsea | Everyone | By next meeting |
| 1. Upload PDF with our vision & values to OSF | Brittany | asap |
| 1. Create promotion slide & send to other organizers | Brittany | asap |
| 1. Promote our first session to specific groups | Brittany, Chelsea, Jenelle, Chelsie, Matt, Michael | By Monday September 13th |
| 1. Post document with organizing roles on Slack for feedback & continue developing | Gwen | asap |
| 1. Create content for first session | Brittany – intro on our group  Chelsea – what is open science  Gwen – group organization/overview last year, plans for this year | Thursday September 16th |
| 1. Start creating outline on parameters/expectations for communication among organizers | Emiko | By next meeting? |
| 1. Send doodle poll for fixed organizer meetings & create rotation schedule for facilitation/taking notes | Gwen | Friday September 10th |
| 1. Create document with steps for organizing an event | Gwen | Thursday September 16th |
| 1. Decision making tracking sheet/document | Jenelle, with Brad providing feedback | By next meeting? |

Agenda:

* Check-ins
* Action items from last time
  + Email sent out
  + First draft of decision tree ready
    - Distinction between consulting with vs who is actually making the decision
    - Would benefit from feedback from 1-2 people
  + Promotion for first session is underway
    - List serv issue – look into
* Update on first session:
  + Overview of structure/content (Chelsea/Gwen)
    - Land acknowledgement – introductions/check in – short presentation on our group (vision/values) + questions (~10 min) – intro to open science presentation (~15 min) – break – breakout: getting to know each other/why where you interested in joining (~15 min) – presentation on organizing + plans for this semester – breakout 2 (~15 min) – closing: jamboard to collect people’s insights
    - Worried about how many people might show up – strange if there are few and half of us are presenting
    - Promotion – send slide to 615 and clinical course
    - Video instead of land acknowledgement, by Indigenous people
      * Very informational
  + Tasks/content we could use help with
    - Presentations
      * Land acknowledgement video?
      * Who we are/what open science is – Brittany
      * Organizing: Gwen
    - Facilitators
      * Breakout: Brittany, Jenelle, Emiko
* Practical decisions for first session:
  + Students only vs inviting faculty
    - Inviting faculty could be intimidating to students, not great for later events, but this first session is broader/general, so faculty might not be an issue for this first event
    - Students only for first event – main goal is building community, which is very different with faculty included vs students only. though content might make sense to invite faculty, we are trying to give an impression of our group, which is more student focused
    - Students only, but good to communicate about our group to faculty
    - Post-docs are okay to include
  + Promotion to other departments
    - For now, keep it to the psyc department, as different fields have different issues relating to open science – build our competence/resources before engaging with other departments
    - Also time is limited – if we only get 1-2 people outside of psych, they might feel alone
    - We already kind of promoting outside the department, GPPP – education, counseling, kinesiology – promote to some departments that are somewhat similar to psych in terms of OS issues
    - Some informal promo outside of department – personal contacts, people taking psych classes
    - More intentional promotion to subgroups? – make sure it’s clear it’s students only
      * CSS email list – Chelsie did this last year
      * I/O email thread
      * For social we Brittany can email
      * Ask supervisors to forward the message?
      * Honours course
      * Director of clinical program
      * How to reach students doing animal research – Matt?
  + Do we want to present fixed times for events to be filled?
    - Present different times (based on poll) but not leaving it completely up to people
    - Either way could be good – fixed is easier to plan for folx, pick dates that are presented, but less inclusive to people with complex schedules
    - Present dates as ‘in the week of’ + potential dates based on poll – easier to schedule
    - Prep a list of potential topics/ideas for people to get started from
      * Jamboard to collect topics
* Organizing roles – finalize roles we need and how to start filling them
  + Gwen will create draft role descriptions we can look at & discuss during the meeting
    - More time to comment/process
    - Event coordination
      * Good to have limits to not having to find people or organize content
    - Admin position
      * also responsible for sending out doodle polls/setting meetings etc.?
      * expand role to include scheduling/organizing
      * maintaining central structure – could lead to this person checking on people to use the system, so could be a lot of work – maybe better to formulate to make sure docs are available
      * add: NOT responsible for facilitating & taking notes
      * are admin folx the default for admin tasks (facilitation & notes)? From later discussion, the answer seems no
    - EDI position
      * Good to have, but each unit also have EDI mandates, so it is not all on 1 person
      * Holding us accountable to all values or EDI specifically? Would be nice to make it all values
      * Getting input from these people on ambiguous decisions
      * Guiding/consulting role
      * Rotating EDI role/multiple people performing task
      * EDI expectations in event coordination (EDI resources for content creators, accessibility) & community units (feedback & holding ourselves accountable), and maybe admin
      * Instead of EDI, about accountability & values more in general
        + create list of land acknowledgements
        + Resources on accessibility
      * Rotating EDI role – but how?
    - Promotion: add: and select groups on campus (e.g. honours)
    - Event planning:
      * Clarify: no need to ask for anyone’s permission
        + Make those decisions independently
      * we do want to know what people are doing, get in touch with event coordinator (?)
      * list with previous topics to consult
* Organizing practicalities:
  + Rotation schedule for facilitating/taking notes at general meetings
    - Like this idea – Gwen can create
    - Can work with fluid – just the next person on the list whenever we need a meeting they’ll take it on
    - Admin keeps schedule, but people find replacement for themselves if they cannot make it when they have a task to fulfill
  + Fixed or fluid timing for general meetings
    - I liked fluid, more on a need basis
    - No strong opinion about fluid vs fixed – works well enough for now
    - What interval – monthly – if we don’t need it, we can skip it
    - Rather fixed – monthly is good – will also support decentralized organizing, more opportunity, more predictable to know when you can contribute/are expected to do something
  + Communication among organizers
    - Double dipping on comms – email signals higher importance, so it would be great to also use email to communicate important messages
    - Slack: emoji code to signal that you’ve seen/liked something
    - Key things through email as well – this is both your opportunity to have your voice heard, empowering people to be part of things, setting parameters & expectations – intersects with decision tree
      * Emiko can start formulated like this
    - How does Slack work along side other organizing tools?
    - Value in both Slack and email – one more urgent/attention drawing, other great for instant messaging
    - Slack is hit or miss in terms of notifications
    - Move to Whatsapp for more urgent things? – organizers only?
* Second session – ideas/volunteers?
  + We can see if anyone wants to volunteer during first event
  + Back-up: session about facilitation
* Anything else that comes up
* Review of action items
* Closing

**Action items from August 27, 2021**

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| **Action Items** | **Who** | **When** |
| 1. Reach out to Matt regarding Listserv. | ~ | Before first meeting (week of September 13th – 17th) |
| 1. Complete Listserv. | Matt. If not, Brittany | Before first meeting (week of September 13th – 17th) |
| 1. Initiate work on Decision-Tree | Emiko | ~ |
| 1. Doodle poll to be sent out for the first OSSSG meeting | Gwen? | Next week (August 30th – September 3rd) |
| 1. Promotions for first OSSSG meeting (perhaps via Mailing List or PGSA) | Promotions (Brittany and Jenelle) | Next week (August 30th – September 3rd) |
| 1. Link behaviours/actions to values | Chelsea with potential feedback from Gwen and Brittany | ~ |
| 1. Post values (with vision statement) in Contributors and General Slack | Brittany | ~ |
| 1. Call for Organizers for Support Roles (could be via mailing list) | Gwen | ~ |
| 1. Create document with steps for organizing an event | Gwen? | ~ |
| 1. Create a more sophisticated document with organizer role descriptions. | Chelsea and Gwen | ~ |
| 1. Decision-making tracking document/sheet. | Jenelle, with Brad to provide feedback | ~September 17th |
| 1. Doodle poll to be sent out for next organizer meeting | Chelsea | Next week (August 30th – September 3rd) |