# First P.G.R. Newsletter meeting minutes

Date: **Tues 30th Jan 2018**

## What was discussed during the meeting?

1. Style of newsletter:

* How often to distribute
* Method of distribution (Website/in-email/PDF/combination)
* Name of newsletter
* What type of content (formal & informative, informal & comedic)

1. Possible segments to be included in the newsletter included:

* Good News (PRP passes, competition entries/winners, publications, conference presentations)
* Opportunities (Job openings/Conferences)
* Socials (Info on up-coming events)
* REP feedback/News
* Faculty Feedback/News (‘Ask The Faculty’ segment?)
* Doctoral College feedback/updates
* Health and Well-Being (Mental health help, links to university counsellors, general health/lifestyle info)
* PhD. Tips and Hints
* Researcher Spotlight (A recurring segment with a short highlight of 2/3 PhD/MRes students from the university
* ‘Reflections of a research student’ (Opinion pieces from various students who wish to submit something)
* Pet Peeves – A cynical but funny, short pet peeve.
* PhD Banter/Comedy – A short section with some form of comedy or light-hearted information. Possibly a PhD comic.
* PhD politics
* Study Sharing (Looking for participants)

Note: All of the above segments are just suggestions. None are currently set in stone

1. Method of communication:

* Newsletter email address – to receive good news/opportunities etc.
* Team *Slack* (team-chat for teams. Usually used in work spaces and is being picked up by researchers)
* Website host – Github pages?

## Actions/Decisions taken during the meeting

Monthly distribution

Combination of information in-email with a PDF attachment for the full write-ups of certain sections (like the opinion pieces and researcher spotlights). These PDFs can be hosted on an archive page on a website. The Website can also host team member profiles, links to study sign-ups and blog-posts of the full-length opinion pieces.

Initial editor in chief chosen – Sarah Charles  
REP Feedback – Laura Wilde/Sarah Charles  
Faculty Feedback – Laura Wilde/Sarah Charles   
Doctoral College Feedback – Laura Wilde/Sarah Charles  
Good News – Jenny Mackay   
Opportunities – Jenny Mackay  
PhD Banter – Brad Salisbury-Finch  
Socials – Brad Salisbury-Finch  
Study sharing – James Bartlett  
Pet Peeves – James Bartlett  
Researcher Spotlight – James Bartlett  
PhD tips/hacks – Rebecca Seymour   
Reflections of a Research Student – Rebecca Seymour  
Health & Wellbeing – Rachael Barker

Introductory edition should also have a ‘Meet the Team’ section.

## Actions to be taken by next meeting.

1. Name of the newsletter to be suggested
   1. Put suggestions here: <https://docs.google.com/document/d/1PlITXRzLqT3Ye-sChXUp4uwScYF7NoZnmMR4PSM7z50/edit?usp=sharing>
   2. If an appropriate name is found, Sarah to create an email address for the PGR Newsletter group so we can be contacted with ease by those contributing.
   3. Name to be finalised and voted on in next meeting.
2. Introduction edition/ Edition 1 mock up to be created
   1. Each person designated above should create a mock-up of their respective sections in preparation for the creation of edition 1/the introductory edition of the newsletter.
   2. Sarah to create a format template for each of: email, PDF. If website is ready, then also make a mock-up format for website template.
3. Sarah to collate information for Profiles for the current team. Please send Sarah a picture and a small blurb about research interests/hobbies etc or just your PURE page to [charle42@uni.coventry.ac.uk](mailto:charle42@uni.coventry.ac.uk)
4. Slack to be signed up to (it is free) – This will allow us to communicate easily without the need for a formal email back and forth every time with CCs etc.

## Next meeting:

Morning of Tuesday 13th February, 2018.