

Board meeting 19th of August 2019

§1 Opening of the meeting

Meeting is opened at 17:20

§2 Election of Secretary

Lucian is elected as the meeting secretary

§3 Election of Adjuster

Marcus is elected as the meeting adjuster

§4 Approval of previous minutes

Previous minutes are approved by the board

§5 Approval of the Agenda

Meeting agenda is approved by the board

§6 Next meeting

The next board meeting will take place on 24th of September at 18:00, it needs to be advertised before the 10th of September since it will be the first Semester Meeting of the year

§7 Infrastructure

- Domain transfer

Previous infrastructure manager created a bot that automatically renews the credentials, this worked but it will be double checked by Ruslan after getting access.

John (previous domain owner) will transfer it after he comes back from holiday early September, he paid the domain in advance until the end of next year.

- YouTube channel

The association now has a YouTube channel that will be used for future recorded code hubs and some lectures or tutorials. The channel is accessible at:

<https://www.youtube.com/channel/UC-RTLmclEA4gdc7aVOqHkLw>

Alireza suggested that we should have some boundaries for the channel and agree as a board on regulations regarding the content.

Ebtisam said that we can start posting some videos as a trial in order to see the feedback we would get and then worry about regulating content.

The people that are in the video will have to give their written consent that they agree with being recorded and the video being published.

§8 Code Hub

- Preparation for the first code hub (17 Sep)

The first Code Hub will contain a presentation about the association, what we do and focusing on describing what the Code Hubs are. Then we will have two students from the two most common programs that our association's students' study, Software Technology and Network Security and describe the program and the courses and also present some useful tips and tools for the new students. If time permits, a Kahoot game will take place with the possibility of winning a prize (details will be decided later on).

Ebtisam will create a separate Slack channel to aid the discussion about new ideas for Code Hubs and encourage students to hold lectures about their preferred topics.

§9 Marketing

- Display board in H building

Jordan has the dimensions for the board, and he started working on printing the posters that will contain our logo and name, previous/future events and ways of contacting and joining the association.

- General post about Kodkollektivet on Växjö Campus

A post describing KK and ways of joining the association and our future events will be put together and posted during the first study weeks in order to attract new students. The Facebook "about" section of the page can be used in these posts with additional information about our activities.

§10 Logistics

- List of all "things" owned by Kodkollektivet

Ruslan suggested that we should use labels that we can put on all the items owned by the association. The label would contain the logo and a unique code that is attached to the specific item.

Alireza suggested that we could use a QR code for the items but the board decided that we don't need a QR code, we just need some numbers to identify the item

§11 Treasurer + Account management

- Internet banking access

The treasurer and the president now have access to the account and can use it to make and track payments.

- Receipts procedure

The steps that need to be followed and the materials container in which the receipts will be stored are prepared, they will be presented to the board and starting next meeting we will be using them as a way of managing the receipts.

§12 President & Vice

- OSH Credentials

The last remaining Open. Science. Hack. account details were passed on by Juli (ex-President of the Board) and a guide on how to organize the event is on the drive.

- Attitude in the orientation week

The attitude that we decided to approach in the first few weeks is that we will post and advertise the future events, but not try too hard "to drag" everyone in the association,

we will wait for the first events to take place and gradually increase our contact with the students that are interested.

- Visma Afterschool-Afterwork (need to set a date)

During the 28th, there will be an event in Videum Science Park in which, besides other activities, we will meet Visma representatives and discuss the possibility of having an event with them in the close future of the "after-work, after-school" type.

We suggest that this event should take place after our first Code Hub (17 Sep)

- Cheat sheet design and sharing

The list of helpful links for newly arrived students is done, the design needs to be improved and then shared with the students.

Ebtisam suggested that we mention it during the introductory meetings and remind the students that it will be pushed on My Moodle by Ola (the program coordinator for both Software Technology and Network Security)

Marcus said that the "cheat sheet" could be made specific for every study period also containing details about future Kodkollektivet events. Sort of a "newsletter" that would contain relevant information for every study period.

§13 Upcoming activities/events

- Opening meeting for Swedish students (26th Aug)

Lucian will hold the presentation and Ruslan will also join to help.

- Videum activity (28th Aug)

Marcus, Jordan and Louise will oversee mingling with the students during the event, but in the morning, Lucian will host the short presentation about the association. The presentation will contain more specific details since the students will be mostly the same ones from the opening meeting on the 26th

- Opening meeting for International students (2nd Sep)

Lucian will hold the presentation and Ebtisam will also join to help.

- Welcome Fair (4th Sep)

Ruslan will prepare an arcade game with a computer monitor and controllers.

To prepare: buy candies, wear the hoodies, take roll-up with us, give out stickers.

Ebtisam and Marcus are responsible for setting up the stand and then later, Lucian, Ruslan and Alireza will join and help.

- IT Career Day (11th Nov)
- Big Data Conference (5-6 Dec)
- Math Biannual (16-17 Jan)

§14 Previous activities/events

§15 Office matters

Ruslan suggested that we cover the cables going to the computer and the stereo system by putting the speakers in the back of the roll-ups.

He will also prepare the office for the visit on the 28th

§16 Other issues

§17 Meeting adjourned

Meeting adjourned at 19:00

Meeting secretary

Lucian Dragos

Meeting adjuster

Marcus Mueller