Minutes of the kickoff meeting of the student - staff meeting
Date: 13-11-2024.
Room: P2.6 ex inps
Present: all reps (Yelyzaveta remotely), Emilio

1. **Seminars**
   a. **Calendar and Website Updates**: Update the seminar schedule on Google Calendar and the GSSI website.
   b. **Seminar Format**: Speakers should be reminded
      - to make their talk accessible to a mixed audience (both in terms of expertise and background
      - To keep presentation + Q&A session within 1 hour.
   c. **Seminar Organization**: Increase the frequency of seminars with professors from relevant courses. If feasible, create a seminar database of recordings, ensuring speaker consent is obtained.

   Action: eM to liaise with the seminar organisers on the points above.

2. **Rooms**
   a. **Minus 1 Room (Ex-INPS building)**: The projector screen is relatively small, and the projector quality could be improved.
   b. **Rooms A & B (Ex-INSEF building)**: Projector screens are positioned slightly higher than ideal, which may impact viewing ease.
3. **Periodic Meetings**: Schedule a one-hour meeting with professors every six months for updates and alignment on seminar content.
4. **"Away Day" Event**: Organise an "Away Day" to promote networking and team building.
5. **Student-Led Talks**: Arrange more opportunities for students to present their research and share new ideas.

   Action: students reps to suggest modalities to foster this. A suggestion is to have lunch- or tea-talks (twice a month students book a room with boards and or projectors and one presents their work while the other eat or have a tea; this is a traditional activity of the computing lab at Cambridge). These meetings can be open to students from Univaq.

6. **Social Activities**: Plan social activities to encourage interaction and community-building among students.

   Action:

Minutes of meeting
Date: 27/01/2025
Room: P2.6 ex inps
Present: Usama, Jose, Artem, Mehran, Yelyzaveta, Mahsa, Emilio

1. **Q1**: *"Get Together Event"* - Recap
   Action Required from CS Representatives: Organize a meeting to discuss possible get-together events inside the CS community.
2. **Q2**: *"Open Days"* - Recap
   Idea: To provide an overview of the research areas of all professors in the CS department.
   Proposal by Prof. Emilio:
   - A technical presentation including:
   - 2-3 key points about the professor's current research interests.
   - Projects the professor is currently working on.
   - (Optional) Presentations by their students.
3. **Q3**: *"Series of Lectures"*
   Proposal by Prof. Emilio:
   - First topic: Theorem Provers.
   - Idea: Invite an expert in this area to deliver talks for students across all years at GSSI.
   Motivation: Many high-level conferences now require mechanized proofs in articles, rather than manual ones.
   Goal:
   - Introduce relevant technologies.
   - Provide clear motivation for their importance.

   Action Required from CS Representatives:

   - Assess students' interest in this topic.
   - Explore and collect preferences for future lecture topics.
4. **Q4:** *"Career Path"* - Recap from Yelyzaveta

   Proposal by Prof. Emilio:

   - Share insights about pursuing a PostDoc position, based on his own experience.

   Action Required from CS Representatives:

   - Assess students' interest in this topic.
   - Explore and collect preferences for future career-related topics.

   Proposed Solutions:

   - **Yelyzaveta's Proposal:** Create a Google Form to collect audience interest in the topic.
   - **Mahsa's Proposal:** Arrange personal meetings to discuss career-related opportunities.

- **Usama's Proposal:** Create a structured pipeline for action:
  - Hold personal meetings to introduce opportunities for specific topics of interest.
  - Collect preferences digitally.
  - Analyze the collected data.
5. **Q5:** *"Group Chat"* - Yelyzaveta

Proposal**:** Yelyzaveta proposed to follow up a group chat for CS students to foster communication and collaboration.

Action Required from CS Representatives:

1. Prepare a description of the group, clearly explaining its purpose and motivation. Include ideas for inter-year meetings, idea exchanges, and future activities.
2. Share the group chat link within the CS department.
3. Organize seminars, lectures, or reports based on findings.

Minutes of meeting
Date: 27/01/2025
Room: P2.6 ex inps
Present: Emilio, Artem, Jose, Usama, Mahsa, Filippo

Q1. Laboratory — Emilio

Courses. Students have to formulate what they want: course (specify request) or lectures.
Emilio: I proposed the timeline for these courses after the thesis proposal. Students working on robotics should formulate the course request with their supervisor.

Q2. "Open days of the research" – Emilio

Emilio can make this seminar about his research in March and can show new directions of his research (also with collaborations)

Q3. "Career Path"

Emilio: can create 2 or 3 sessions about it.

Q4. "Modulo"

CSReps need to send the form to collect ideas from students.
Emilio proposed to Organise a interpillar meeting between students.Minutes of meeting
Date: 20/05/2025
Room: P2.6 ex inps
Present: Emilio, Artem,Thomas,Yelyzaveta, Jose, Usama, Mahsa.

Q1. Presentation of the 'Survey about seminars' by Yelyzaveta.

Summary of the survey:
We (the CS representatives) received 11 responses. All responses focused on the purpose of research-related seminars. Most CS students indicated a need for seminars within the next 3 to 6 months.
Emilio: What are the students' expectations regarding the content of the courses?
Suggested names:
  ● Dr. Shah Nawaz,
  ● Dr. Waqas Haider Khan Bangyal,
  ● Radu Calinescu,
  ● Luciano Floridi
  ● Romina Eramo

Suggestion from the survey: Project list should be displayed, which we can choose and work for our PhD thesis.
Already solved by Emilio:
1.The meeting on Saturday (24.05.2025) for the 1st year student.
2. Professor will talk to the research department to list the currennt projects on the webpage of GSSI.

Q2. Improving the Questionary form about the courses.

Emilio will send the questionnaire about the courses to the CS representatives.
Action for CS representatives: Review the form and suggest improvements.

Q3. Rules of absence

Emilio: Students may spend up to 20 days abroad for holidays. This rule is based on institutional regulations.

Mahsa: Sometimes, 20 days may not be enough for students. There should be a distinction between days abroad for holidays and days abroad for bureaucratic or logistical purposes.

Emilio: I'll adress this point to the committee and students should also raise this key moment of distinction.

Minutes of meeting
Date: 30.06.2025
Room: P2.6 ex inps
Present: Emilio, Artem, Jose

Q1. Poll.

Results: we don't have a lot of responses, but we need repeat this.

Actions: Repeat the form close to the October.

Q2. Research topics.

Emilio will talk with the professors about updates of the research projects and topics. In the future, it will be possible to the see all information on the website.

Q3. Meeting rooms.

Artem (inspired by Yelyzaveta) raised a question about the meeting rooms.

Emilio: Rooms near the reception can be booked only on the reception. Other option is a Glass room.

Q4. Summarise story about the tables.

Artem raised a question about the deadline for the moving of the 1st year students.

As far as he knows there are no emails about the transition to the new office and we don't know the person that can manage this process.

Last year we got a message from the Students representatives about the moving and current situation about the tables.

This year, in the end of May some part of students changed offices. So, the questions are the following:

1. Can the table be reassigned to the student at any time?
2. Deadline of the transfer.
3. Should current 2nd year student (part that remained on the ex-INPS OpenSpace) change tables?If yes, where is it possible to know the free tables? Is it possible to stay in the OpenSpace?

Next meeting: September/October

Minutes of meeting
Date: 29/09/2025
Room: P2.6 ex inps
Present: Emilio, Artem, Mehran, Jose, Mahsa, Usama (online).
Q1. Organization part about the forms.
Emilio: Questionarie about the courses. This data will be analysed by Mahsa as a part of the teaching-student commetee

Mahsa: Students, espessially 1st year, need to send the mail about the challengees during the PhD for the "Teaching Students commetee".
Q2. Research areas of professors.
Artem and Yelyzaveta will collect the data from the personal web-pages. Prepare the statistics. / Idea was approved.
Q3. Meeting rooms.
Q4. Tables
Since 15th October. Desk will be assign without preferences (information from Student Representatives(all GSSI)).
Q5. Emilio. new teaching equipment were bought by GSSI.
Q6. Suggestion form the Emilio. Students need to attend the internal talk (e.x. thesis presentations). This is related to the Q2.
Q7. Mehran raised a question about the PNRR scholarship. Detailes about the money is not clear written in the document. Emilio suggested to apply to the Cost Actions
Read more here –>
What are COST Actions? https://share.google/JeXHzHN7Gv5BcC9jR
Q8. Mehran raised problem about the delayes in the reimbursement of the missions.
Emilio: suggestion, ask money in advance.

Minutes of meeting
Date:20/10/2025
Room: P2.6 ex inps
Present: Emilio, Artem, Mehran, Jose, Yelyzaveta, Filippo.

Q1. Emilio. We have some updates about the webpage

Yelyzaveta&Artem > Idea is to provide a .pdf file with the main info. about the research topics.

Q2. Meeting rooms.

Emilio: We need to raise this question more into the Student Representative meeting (all faculty)

Q3.Yelyzaveta raised a question about the dates.

Q4. Overleaf subscription.

Yelyzaveta: raised the question about if we as a student can have a Overleaf subscription

Emilio: We can raise this question to the Administration, because it can be a problem of budget. Suggestion: have a backup plan and local coppies.

Q5. Questionnarie.

Emilio: we received responses from the students. Also, we can have opportunities about coursed for 2,3,4 students. Action from the CSReps: collect preferences about topics.