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# Agenda

**Attendees:** Elli Papadopoulou, Fotis Psomopoulos, Inna Kouper, Joao Miranda, Mervyn O Luing, Shaun de Witt, Deborah A. Garwood

**Apologies from:** Devan

## Communicate the TF objectives

* + The Mentoring Programme is based on the AMAs
    - Monthly activity - Q:change to bi-monthly (every two months)?
    - Duration: 60 minutes - suggestions for more?
    - Usual time 10.00 EDT/ 16.00 CEST -Q: change? Ask people via a doodle? - suggestions: synchronous AMAs but asynchronous work
      * Technically we have Slack for that -> maybe different platform? Reddit? - will keep Slack
      * Maybe it has to do with promotion? - we’ll promote on Slack and encourage people to make questions prior to the AMAs
      * Regional AMAs? Attended by mentors from other parts - explore this idea
      * “User requested AMAs” - send questions during the Summer to collect ideas of what people want to listen/know and experts to talk to
        + Create a spreadsheet to collect speakers names and topics
    - Started as get together events -> moved to tailored webinars-alike - still trying to conclude to a specific structure: suggestion to have a mini webinar and then a round of introductions?
      * <https://github.com/fpsom/rda-eceig/blob/master/mentoring-guidelines.md>
      * Notes: GDPR compliant when making forms etc
      * Round table at the start - before the presentation
      * Recordings - keep only the presentation part
  + What an AMA requires (tasks)
    - Find topics for the AMAs - if possible, connect them with IGs/WGs activities
    - Find speakers to present at the AMAs; make proposals starting from September onwards
    - Run AMAs
    - Create invitations - basic template for emails available
    - Create graphics for given AMA
    - Disseminate through the RDA ECEIG emailing list, Slack channel, Twitter, GitHub repo
    - New: Add the AMAs as events on the [ECEIG webpage](https://rd-alliance.org/groups/early-career-and-engagement-ig)
    - Keep notes/minutes and upload on the [GitHub page](https://github.com/fpsom/rda-eceig)
    - New: create a form to collect people’s interest in participating to the AMA
    - New: send calendar invitations to people submitting the form
  + What we want to strengthen
    - Ensure participation of mentees
    - Representation of mentors
    - Dissemination to more emailing lists - create a spreadsheet and add relevant info

## Estimate availability of the individuals and collect preferences on topics to work

**-> What we possibly need?**

1. Dissemination person - to promote work etc
   1. Mervyn, Inna
2. Outreach person - to engage with new people
   1. Mervyn, Inna
   2. All - to add speakers names and topics
3. Graphics person? (also for the map of mentors and mentees) - TBC
4. co-lead AMAs (with one of the chairs)
   1. Mervyn

## Formulate a team and allocate subtasks accordingly

* + People closely involved: Elli, Fotis, Mervyn
  + People willing to assist activities when time permits: Inna, Shaun, (Joao?) - should ask others who weren’t able to participate

## Altogether: agree on a concrete and realistic plan of activities to follow from onwards

* + Check above

## AOB

### - P14 - TBD next time

## Actions

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Action** | **Status** |
| 1 | Elli | create and share a spreadsheet to facilitate planning for next AMAs | Done - 10/06 |
| 2 | All | Fill in the spreadsheet with speakers names and topics |  |
| 3 | Elli | Reach out to people who were interested in contributing to the TF but weren’t able to attend |  |
| 4 | Fotis | Explore the possibility of having a digest that includes a write up of the AMAs |  |
| 5 | Elli, Mervyn, (Fotis) | Finalise specifics on the structure and ways of communicating the AMAs (create forms for the event, add calendar invitation options, create AMAs as events on the RDA ECEIG webpage, etc) |  |