

**School of Chemistry & Molecular Biosciences Research Student
Advisory Group**

A meeting will be held as follows:

DATE: Tuesday, 26 March 2019

TIME: 12:00 pm – 1:30 pm

PLACE: Room 305, Chemistry Building

26 March 2019

Stephina D’Cunha (Minutes)

M i n u t e s

(1/19)

	Pages
1. Apologies. Received prior to the meeting: Mohit Chhabra	
2. Confirmation of minutes of the meeting held 23 November 2018.	1
3. Business arising out of the minutes (not elsewhere listed).	2
4. Update from Research Student Social Committee.	2
5. Annual SCMB Research Students Symposium.	2
6. Other Business.	2
7. Next Meeting.	2

Present: Armira Azuar, Chiara Carnevali, Stephlina D'Cunha, Nathalie Farah, Mohammad Faruck, Akbor Hossain, Clara Jiang, Julia Kurz, Vaidehi Pandit, Khushboo Patel, Lili Zhao, Shan (Snow) Zheng, A/Prof Stuart Kellie, Ms Tess Dobinson, Ms Jill Sheridan

Apologies: Mohit Chhabra, Paris Renzella

Selection of committee chair and other roles: Clara Jiang (Chair), Stephlina D'Cunha & Armira Azura (Secretary)

3. Business arising out of the minutes (not elsewhere listed):

All action items are dealt with in other agenda items.

4. Research Student Social Committee report:

An update will be provided by the RSSC.

5. Annual SCMB Research Students Symposium:

- a. A major role of the RSAG committee is to organise the annual SCMB research student symposium, usually held at the end of November
- b. Shared drive
- c. Set a date for this year's symposium
- d. Assign jobs

- Date was fixed as 28th November 2019

Job	Assigned	Progress/Next step
Venue	Natalie	First preference: Hawken engineering building (Proximity) <ul style="list-style-type: none"> • Other venues were also suggested such as QBP precinct, Sir Lewis Edwards building (2017)
Finance and sponsorship	Snow, Chiara	
Plenary speaker	Clara	<ul style="list-style-type: none"> • James Beckett has confirmed that Prof. Mary Garson is happy to be one of the plenary speakers • Source the second one: Make a list of potential speakers. Decide with agreement of the committee members
Opening and closing speakers	Stephlina	<ul style="list-style-type: none"> • Make a list of potential speakers and can then decide with agreement of the members
Advertising/Promotion	Julia, Faruck	<ul style="list-style-type: none"> • Use social media (Facebook, Instagram) actively to spread the word about the symposium in advance • Contact the events office, graduate school and different clubs and committees on campus to post on their social media pages/websites
Sourcing of judges	Vaidehi, Khushboo	<ul style="list-style-type: none"> • Only academics this time (Not final year PhD students)
Catering	Armira (with help from Clara)	<ul style="list-style-type: none"> • Look at different catering services and start sourcing quotes
Booklet production	Julia, Chiara	<ul style="list-style-type: none"> • Format: E-booklet • Try and finish 3-4 weeks before the symposium date to

		prevent last minute hassles
Receipt of abstracts, speaker selection	Khushboo, Vaidehi	
General event logistics	Everyone	
Collecting feedback on the event	Akbor	
Presentations – develop selection criteria, contact selected speakers	Khushboo	
Prizes and Award certificates	Lili, Snow	<ul style="list-style-type: none"> • Details on shared drive: Available fund for prizes & gifts
Timetable	Khushboo, Stephlina	
Printing: e.g. nametags, feedback sheets, marking sheets etc.	Faruck	
Networking with industry representatives	Chiara, Lili	<ul style="list-style-type: none"> • Industry breakfast (?) • Everyone can help to initiate engagement & networking on the day • Ice-breaker (short activities): Make a list & discuss • Natalie will contact the social committee to arrange the Chemistry podium for networking event

6. Other Business:

- a. James Beckett: updates on Professor Mary Garson as the plenary speaker
- b. Paul Young would like the RSAG to nominate two members to attend the upcoming School Retreat which will be held 6-7 June at Mantra on Salt Beach at Kingscliffe. The purpose of the retreat is for the School to prepare for its upcoming Septennial

Review in 2020 and Paul would like input on behalf of the students. SCMB will cover the accommodation and meals costs, and a bus, departing from UQ, will be provided for transport for those needing it.

■ **Khushboo and Vaidehi will be attending this event**

- c. Ms Armira Azuar had the following suggestions:
 - i. improve the transition for the new students to start their PhD candidature (more information than what is currently provided)
 - ii. provide reachable platform for the students to connect with us with their current issues that need fixing.

7. Next Meeting

The next meeting is scheduled for Tuesday 30 April 2019