

EPC meeting 24/02/2014

Presents: Grégoire Smolik, Maurine Malak, Clément Javerzac, Loic Hans, Michael Reinke, Gaël Osowiecki, Mohamed Sabry, Ali Naqavi

Agenda: General assembly, distribution of tasks, preparation of next traveler lecture

Discussed:

| | | |
|------------------------|----------------------------|---|
| POB organisation | Michael (support: Volker) | -during POB : <ul style="list-style-type: none"> Insist on presentation of the lab. Provide a template in emails Insist on specific method/technique Insert a note in POB emails: "if you want to make a presentation, tell us!" |
| Finance | Volker | <ul style="list-style-type: none"> We have to find a "verificateur de compte" within the EPC: send email |
| Member list | Ali | <ul style="list-style-type: none"> Gael must remind it every meeting at least Ask the EDPO secretary to provide new students with a EPC registration sheet |
| Website/Facebook | Mohamed | <ul style="list-style-type: none"> Add a subscribe button Change EPC page name |
| | Gregoire | <ul style="list-style-type: none"> Translation in French |
| Special events | Michael (support: Clement) | <ul style="list-style-type: none"> Next week! |
| Recruiting | Gregoire | <ul style="list-style-type: none"> Summer BBQ (800CHF) |
| | Clement | <ul style="list-style-type: none"> Company visit |
| | Gael/Ali/Gregoire | <ul style="list-style-type: none"> POB Neuchatel (Ali/Gregoire) at least one Combined with company visit (Gael) |
| General correspondence | Gael | <ul style="list-style-type: none"> |

Follow-up:

| Who | What | State |
|---------------------------|--|--------------|
| Michael (support: Volker) | - POB : <ul style="list-style-type: none"> Insist on presentation of the lab. Provide a template in emails Insist on specific method/technique | |

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|----------------------------|--|--|
| | <ul style="list-style-type: none"> • Insert a note in POB emails: “if you want to make a presentation, tell us!” | |
| Volker | <ul style="list-style-type: none"> • We have to find a “verificateur de compte” within the EPC: send email | |
| Ali | <ul style="list-style-type: none"> • Gael must remind it every meeting at least • Ask the EDPO secretary to provide new students with a EPC registration sheet | |
| Mohamed | <ul style="list-style-type: none"> • Add a subscribe button • Change EPC page name | |
| Gregoire | <ul style="list-style-type: none"> • Translation in French | |
| Michael (support: Clement) | <ul style="list-style-type: none"> • Next week! | |
| Gregoire | <ul style="list-style-type: none"> • Summer BBQ (800CHF) | |
| Clement | <ul style="list-style-type: none"> • Company visit | |
| Gael/Ali/Gregoire | <ul style="list-style-type: none"> • POB Neuchatel (Ali/Gregoire) at least one • Combined with company visit (Gael) | |
| All old members | <ul style="list-style-type: none"> • Make “How-To’s” under the LOGIN on EPC website • Centralize EPC tools and know-how | |
| Gael | <ul style="list-style-type: none"> • Change osa@epfl.ch for epc@epfl.ch | |
| | <ul style="list-style-type: none"> • Change the Dropbox for an EPFL service linked to our website (my.epfl ?) | |

General:

New start, more members, more structuring