

# EPC meeting 07/05/2014

**Presents:** Grégoire Smolik, Clément Javerzac-Galy, Volker Zagolla, Michael Reinke, Gaël Osowiecki, Ali Naqavi

## **Agenda:**

## **Discussed:**

Again, POB organisation	Michael (support: Volker)	-during POB : <ul style="list-style-type: none"> <li>Insist on presentation of the lab. Provide a template in emails</li> <li>Insist on specific method/technique</li> <li>Insert a note in POB emails: "if you want to make a presentation, tell us!"</li> </ul>
Who goes to « OSA, SPIE »		Only board members go. There are no priority rules among them. The common sense in the team is: committee members who spent more time in the chapter can go first. The list of who goes is to be discussed and decided every January.
Finance	Volker	<ul style="list-style-type: none"> <li>We still have to find a "verificateur de compte" within the EPC: send email</li> </ul>
Again, Member list	Ali	<ul style="list-style-type: none"> <li>Gael must remind it every meeting at least</li> <li>Ask the EDPO secretary to provide new students with an EPC registration sheet</li> </ul>
Website/Facebook	Mohamed	<ul style="list-style-type: none"> <li>Add a subscribe button: to be improved</li> <li>Change EPC page name</li> </ul>
"Statuts" to be modified	President	<ul style="list-style-type: none"> <li>Next general assembly, we should modify the status of the association, such that non EPFL members could join the chapter</li> </ul>
Translation	Gregoire	<ul style="list-style-type: none"> <li>Translation in French</li> </ul>
Facebook	Ali	<ul style="list-style-type: none"> <li>Ali is the new "updater"/webmaster of our Facebook page</li> </ul>
Special events	Michael (support: Clement)	<ul style="list-style-type: none"> <li>Next week!</li> </ul>
Recruiting	Gregoire	<ul style="list-style-type: none"> <li>Summer BBQ (800CHF)</li> <li>Beginning of july. Doodle to be sent.</li> </ul>
	Clement	<ul style="list-style-type: none"> <li>Company visit autumn 2014</li> </ul>
	Gael/Ali/Gregoire	<ul style="list-style-type: none"> <li>POB Neuchatel (Ali/Gregoire) in september</li> <li>Combined with company visit (Gael)</li> </ul>

## Follow-up:

Who	What	State
Michael (support: Volker)	<ul style="list-style-type: none"> <li>- POB :</li> <li>• Insist on presentation of the lab. Provide a template in emails</li> <li>• Insist on specific method/technique</li> <li>• Insert a note in POB emails: "if you want to make a presentation, tell us!"</li> </ul>	To be completed
Volker	<ul style="list-style-type: none"> <li>• We still have to find a "verificateur de compte" within the EPC: send email</li> </ul>	Not yet found: email to be sent
Ali	<ul style="list-style-type: none"> <li>• Gael must remind it every meeting at least</li> <li>• Ask the EDPO secretary to provide new students with a EPC registration sheet</li> </ul>	Still need to be done. By someone else maybe?
Mohamed	<ul style="list-style-type: none"> <li>• Add a subscribe button</li> <li>• Change EPC page name</li> </ul>	Done. To be improved
Gregoire	<ul style="list-style-type: none"> <li>• Translation in French</li> </ul>	OK
Michael (support: Clement)	<ul style="list-style-type: none"> <li>• Next week!</li> </ul>	OK
Gregoire	<ul style="list-style-type: none"> <li>• Summer BBQ (800CHF)</li> <li>• Beginning of july. Doodle to be sent.</li> </ul>	Doodle to be sent. Organization should start
Clement	<ul style="list-style-type: none"> <li>• Company visit autumn 2014</li> </ul>	First contacts
Gael/Ali/Gregoire	<ul style="list-style-type: none"> <li>• POB Neuchatel (Ali/Gregoire) at least one</li> <li>• Combined with company visit (Gael)</li> </ul>	Organization should start
All old members	<ul style="list-style-type: none"> <li>• Make "How-To's" under the LOGIN on EPC website</li> <li>• Centralize EPC tools and know-how</li> </ul>	To be started
Gael	<ul style="list-style-type: none"> <li>• Change <a href="mailto:osa@epfl.ch">osa@epfl.ch</a> for <a href="mailto:epc@epfl.ch">epc@epfl.ch</a></li> </ul>	Ask Magali Favre
	<ul style="list-style-type: none"> <li>• Change the Dropbox for an EPFL service linked to our website (my.epfl-?)</li> </ul>	ok
Gael	<ul style="list-style-type: none"> <li>• OSA Annual report to be done</li> </ul>	Spie too? To be started
Ali	<ul style="list-style-type: none"> <li>• Update Facebook page regularly</li> </ul>	

Remark: Volker asked for 4 OSA grants

## General: