EPC meeting 07/01/2015

**Presents:** Grégoire Smolik, Clément Javerzac, Michael Reinke, Gaël Osowiecki, Mohamed Sabry, Volker Zagolla

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

**Discussed:**

| POB organisation | Michael (support: Volker) | - during POB:  
| --- | --- |  
|   |   | • 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 | • We have to find a “verificateur de compte” within the EPC: send email  
| Member list | Ali | • Gael must remind it every meeting at least  
|   |   | • Ask the EDPO secretary to provide new students with a EPC registration sheet  
| Website/Facebook | Mohamed | • Add a subscribe button  
|   |   | • Change EPC page name  
|   | Gregoire | • Translation in French  
| Special events | Michael (support: Clement) | • Next week!  
| Recruiting | Gregoire | • Summer BBQ (800CHF)  
|   | Clement | • Company visit  
|   | Gael/Ali/Gregoire | • POB Neuchatel (Ali/Gregoire) at least one  
|   |   | • Combined with company visit (Gael)  
| General correspondence | Gael | •  

**Follow-up:**

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>State</th>
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| Michael (support: Volker) | - POB:  
|   | • Insist on presentation of the lab. Provide a template in emails  
<p>|   | • Insist on specific method/technique | |</p>
<table>
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<tr>
<th>Name</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>Volker</td>
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<tr>
<td>All old members</td>
<td>• Make “How-To’s” under the LOGIN on EPC website</td>
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<td>• Centralize EPC tools and know-how</td>
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<tr>
<td>Gael</td>
<td>• Change <a href="mailto:osa@epfl.ch">osa@epfl.ch</a> for <a href="mailto:epc@epfl.ch">epc@epfl.ch</a></td>
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<td></td>
<td>• Change the Dropbox for an EPFL service linked to our website (my.epfl ?)</td>
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**General:**

No POB, Dani next month

Money: detail for the GA, how much we spent? how much we got?

Change account for association -> change bylaws and everything

Recruitment: pay for new members, conf., journals

Ask list (tasha) of spie members

Task list:

Events: 2 travels, BBQ, POB, IYL

JOB fair: people

Procès verbal GA
Pizza and drinks for GA: Michael.

More regular meetings