

# Week 1

## Protocol - Meeting of Student Representatives (Fachschaftsrat) of the Master Program 'Cognitive Science - Embodied Cognition' (CoSEC)

Topic of the Meeting Updates	
Date (DD.MM.YYYY) 05.07.21	Place/ Room Via Zoom
Beginning/ Time 17:00	End/ Time
present Gowri, Fynn, Jan, Marta, Danielle	absent --
Lead of the Meeting Fynn	Log Management Fynn

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### Agenda

1. Mailing List
2. Including further info on registering a master's thesis in the handbook

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### Updates

1. Mailing List
  - a. The old mailing list is outdated, meaning that a mass mail bounces. Better way of maintaining a mailing list?
    - i. Fynn suggests setting up a mailing list. To Do: How to set up a mailing list with uni potsdam? -- Gowri: <https://lists.uni-potsdam.de/mailman/create>
    - ii. Gowri: Move everyone who has currently not opted out onto the mailing list

- iii. Gowri: Separate mailing list for alumni? Good starting point for alumni network
  - iv. Alternative: keeping mails on file ... data/privacy concerns
- 2. Including further info on registering a master's thesis in the handbook
  - a. Discrepancy in information from Q&A, FAQ and university board of exams
  - b. Do other Master's courses specify thesis deadlines?
  - c. What should we add to the handbook?
    - i. Links to relevant university websites - no own summaries of information!!
- 3. Re-visiting hiring an advisor for the master's program
- 4. Collecting student feedback re: Kate Stone or Luigi Grisoni. Mailing Coco or Nils (Gowri) from the older cohort.

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<b>Location and Date</b>	
<b>Lead of the Meeting</b>	<b>Log Management</b>
<b>Signature</b>	<b>Signature</b>

# Week 2

## Protocol - Meeting of Student Representatives (Fachschaftsrat) of the Master Program 'Cognitive Science - Embodied Cognition' (CoSEC)

Topic of the Meeting Updates	
Date (DD.MM.YYYY) 12.07.21	Place/ Room Via Zoom
Beginning/ Time 17:00	End/ Time 17:35
present Fynn, Danielle, Gowri	absent Jan, Marta
Lead of the Meeting Fynn	Log Management Fynn

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### Agenda

1. Ersti Welcoming Event
2. Meeting during summer break
3. Next study board meeting

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### Updates

1. Digital/in-person or digital+in-person  
We have to ask the Study Board when they'll admit students. Ask Profs how they book rooms/how we can book rooms for admissions.  
Idea: book room for in person, start out digital for first contact. If enough people can actually attend the in-person event, it will happen. If not, it won't.

Semester starts at 25.10.2021. **6PM 18.09.** For the digital event in a Zoom room!

In-person event: no date set yet, we will determine it during the digital event and book a room accordingly.

2. All of August, there will be no meetings, unless something REALLY important comes up.
3. Study Board meeting before the end of lecture time: Gowri will mail the rest of the study board about it.

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Location and Date	
Lead of the Meeting	Log Management
Signature	Signature

# Week 3

## Protocol - Meeting of Student Representatives (Fachschaftratsrat) of the Master Program 'Cognitive Science - Embodied Cognition' (CoSEC)

Topic of the Meeting Updates	
Date (DD.MM.YYYY) 19.07.21	Place/ Room Via Zoom
Beginning/ Time 17:00	End/ Time :00
present Gowri, Danielle, Fynn, Jan	absent Marta
Lead of the Meeting Fynn	Log Management Fynn

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### Agenda

1. Preparing for the Study Board Meeting
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### Updates

1. Advisor position: For currently enrolled students to organize their studies, point of contact for queries related to studies.
  - a. Advice on planning and organizing studies and courses in individual cases based on availability of courses by semester
2. Hochstufungsantrag of an external student (point 9) on agenda: we will go through the transcript and evaluate courses to see if he's eligible for ~2nd semester, or which courses can be accredited.
3. For new students: How to use your Study Regulations: content on website - **Fynn** will

implement during preparing the “How to navigate UP” segment for the First Semester student welcoming events

4. Mailing List is approved, **Fynn** just has to set it up

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Location and Date	
Lead of the Meeting	Log Management
Signature	Signature

# Week 4

## Protocol - Meeting of Student Representatives (Fachschaftratsrat) of the Master Program 'Cognitive Science - Embodied Cognition' (CoSEC)

Topic of the Meeting Updates	
Date (DD.MM.YYYY) 26.07.21	Place/ Room Via Zoom
Beginning/ Time 17:00	End/ Time :00
present	absent
Lead of the Meeting	Log Management

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### Agenda

1.

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### Updates

1.

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Location and Date	
Lead of the Meeting	Log Management
Signature	Signature