

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

Agenda

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

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 - a. The old mailing list is outdated, meaning that a mass mail bounces.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.

Location and Date	
Lead of the Meeting	Log Management
Signature	Signature

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)	Place/ Room
12.07.21	Via Zoom
Beginning/ Time	End/ Time
17:00	17:35
present	absent
Fynn, Danielle, Gowri	Jan, Marta
Lead of the Meeting	Log Management
Fynn	Fynn

Agenda

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

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.

Location and Date	
Lead of the Meeting	Log Management
Signature	Signature

Week 3

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

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

Agenda

1. Preparing for the Study Board Meeting

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

Location and Date	
Lead of the Meeting	Log Management
Signature	Signature

Week 4

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

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

Agenda

1.

Updates

1.

Location and Date	
Lead of the Meeting	Log Management
Signature	Signature