

**School of Chemistry & Molecular Biosciences Research Student
Advisory Group**

A meeting will be held as follows:

DATE: Tuesday, 17 March 2020

TIME: 12:00 pm – 1:30 pm

PLACE: Room 306, Chemistry Building (68)

17 March 2020

(Minutes)

A G E N D A
(1/20)

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1. Apologies received prior to the meeting:	
2. Confirmation of minutes of the last meeting held:	1
3. Business arising out of the minutes (not elsewhere listed).	2
4. Update from Research Student Social Committee.	2
5. Annual SCMB Research Students Symposium.	2
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Present: Hannah Byrne, Jose Daniel Gonzalez Jaramillo, Madeleine Dallaston, Miljan Stupar, Mohammad Omer Faruck; Ras Roseli, Silvia Chowdhury, Md. Tanjir Islam, Viet Tram Duong.

Ms Tess Dobinson, Dr. Adriana Pliego Zamora, Professor Luke Guddat

Apologies: Farrhana Firdaus, Chiara Carnevali, Harrison Madge

Armira Azuar – resigned from committee.

Selection of committee chair and other roles: Miljan Stupar (Chair), Madeleine Dallaston (Secretary)

3. Business arising out of the minutes (not elsewhere listed):

All action items are dealt with in other agenda items.

4. Research Student Social Committee report:

5. Annual SCMB Research Students Symposium:

- a. Major role of the RSAG committee is to organise the annual SCMB research student symposium, usually held at the end of November
- b. Shared drive c.
- c. Set a date for this year's symposium
- d. Assign jobs

6. Possible dates are:

- a. 19th November
- b. 26th November – the day before RACI's QACS conference.

Job	Assigned	Progress/Next step
Venue	Tess and Miljan	Tess will contact room bookings to see if we can get Hawken Engineering again this year.
Finance and sponsorship	Chiara	
Plenary speaker	Silvia	
Opening and closing speakers	Hannah	
Advertising/Promotion	Hannah	
Sourcing of judges	Adriana	Luke suggested that the committee could rate the posters in advance of the symposium, and their scores be added to a single academic score. Alternatively, the committee could cherry pick the ones they think most likely and ensure there are at least two judges for each of these. Committee could discuss these options during their meetings as the year progresses.

Catering	Ras	
Booklet production	Tram	
Receipt of abstracts, speaker selection (develop selection criteria), contact selected speakers	Faruck	
General event logistics	All	P&F no longer provide parking vouchers. Tess has a parking account set up and can book parking for sponsors on the day. If Tess is not available to do this, Natalie Schmidt also has an account and can book parking (a chart string will need to be provided for this).
Collecting feedback on the event	Jose	
Prizes and Award certificates	Tanjir	
Timetable	Faruck	
Printing: e.g. nametags, feedback sheets, marking sheets, etc.	Madeleine, Jose	
Networking with industry representatives	Silvia	

7. Other Business

Hannah raised the issue of lab work and samples etc. being held up should UQ close down due to the COVID-19 pandemic. UQ does have procedures in place for this sort of situation and SCMB academic staff were emailed about this on Monday 16th March. Please discuss any concerns you have about your research with your advisors.

8. Next Meeting

The next meeting is scheduled for 20th May 2020

Agenda: Miljan

Minutes: Madeleine