

October 3, 2020 - 7 pm - Microsoft Teams

TMMSA EXECUTIVE MEETING AGENDA

*Confirmed by Hussein on 10/2/2020 at 9:07pm

Present:

Absent:

1. Motion to start the meeting

- a. Second: Priya
- b. Time: 19:05

2. Updates

a. VP Bilingual (Danika)

- i. Everything that DJ said is what we got from the BMI meeting
- ii. CMM meeting was redundant, except: the library & TMM students
 - 1. TMM students are NOT allowed in the library
 - 2. Currently, library is for students who have classes in RGN? I.e. med & health sci students
 - 3. We're allowed to go if we're waiting for an experiment, but we count as $\frac{1}{2}$ capacity of our PIs lab
→ if we're seen not complying w/ the rules, then our access card could be revoked & they are not hesitating to do this
 - 4. Confusing b/c of the email we were sent; Baetz will talk to us about this in class, and an email will be sent

b. VP External (Mahdi)

- i. Approval to get grad photos, waiting for finances to come together
- ii. Approved to be in the Community engagement navigator (TMMSA hrs can be put here)

c. VP Internal (David)

- i. Voting process begins. Campaign went well. Will remind them over Facebook/Insta. Via email is not necessary.
 - 1. Campaigning went well! Very creative!

2. Issues: didn't get all the campaign materials to be approved, but checked online & hasn't seen anything in violation
- ii. TMM mentorship is delayed
 1. 3rd yr has proposed an initiative for this w/ DJ, so he'll have updates in a week about this
- iii. BMI/CMM/TMM Meeting updates
 1. TMM: full lab tech position, but now won't hire until Dec. Hiring lots of TAs right now.
 2. 2022 fall is the start of the 3 yr TMM program → common first yr w/ FoS, then get into TMM in 2nd year
 - a. 1st yr w/ common science would then also go into programs like BPS, CHM, BIM
 3. 100 graduates/yr, so need a bigger auditorium (might have this w/ new RGN?)
 4. 1 yr masters, but only 6 mo of research → easy for TMM students to apply & be accepted
 - a. Pro: guaranteed a masters degree, even if research doesn't go well
 - b. Con: hard to find courses to take in the program → might have to take 4th yr TMM Adv. Methods courses; but w/ 100 graduates/yr in TMM, there would be competition for spots
 - i. 5th yr TMM program to solve this issue?
 5. Winter 2020, online & adv methods will be too; less hands on
 - a. 3rd yr rotation is a big problem, DJ can't tell us the ideas right now though
 6. WIBR - thinking of expanding it 3x as much to make up for what's happening in the winter

d. VP Finance (Radhika)

- i. Convos w/ Jlee about the \$\$ we haven't gotten yet
- ii. New wishlist to show the reallocations:
 1. GSuite initiative might not be a thing - difficult parts of GSuite are becoming too hard to argue for it,

especially w/ the school's shift towards Office Outlook

2. How to get same professionalism but w/out the same amount of \$\$?
3. If you have any primary concerns/needs now that you didn't realize in July, then we'll try to reallocate our funds
4. Reallocation won't have to do w/ anything we've already purchased - he's already good with the total cost, but need more info about allocation b/c obviously we're not able to spend money on food

e. Outreach Coordinator (Casey)

- No updates

f. Promotion Coordinator (Sneha)

- i. Working on a branding outline for TMMSa & outlines for monthly newsletter

g. Recruitment Coordinator (Priya)

- No updates

h. Social Media Coordinator (Stephanie)

- No updates

i. Research and Careers Coordinator (Gapisha)

- Coordinated w/ Mahdi for logistics of research talk on research over zoom Saturday coming up, speakers have been updated and are good to present. Updated social media with posters

j. President (Hussein)

- Spoke with dr for TMM talk, will be MD/PhD students present in the conference
- Should it be open to all the faculty? Med students have open events for all faculty - for future events, too late for this one to let the speakers know
- Priya: Zoom link sent to speakers one day before, who is sending the link - wants to be clear
- Mahdi: link will come from cite, Pierre, both emails sent to TLSS

- Hussein: Speakers will receive email from distance@uottawa.ca 24h before event with their personal presenter link (different than the one we will be getting) - reminder email a couple of hours before
- David: Why MD/PhD are joining? Dr. graduated with MD/PhD and is a mentor for these students in faculty right now so he will speaking about what its like, what you can do, how to set up your schedule, very useful to current MD/PhD students. Asked if he could share the link.

3. TMM Apparel situation from last year - missing order (Sneha)

- Current situation - missing some orders from last year (2 students, 1 faculty member)
- Back order in March - when order came in for 2 large black TMM sweaters, no one could pick it up bc of COVID
- Contacted procurement and shippings according to instructions from last years drive
- What should we do?
- Mahdi: send details w/ what is missing - we have merch in the office, can check.
- Will have to further discuss if that is not the order in the office
- Radhika: if anything, if we have a list of who bought things. Can check bank account to see who ordered things. If not found, could discount.
- Sneha: can reimburse? Radhika: not inclined to do that.
- Hussein: we'll figure it out, will have to find merch only 1 hoodie in office
- David: Idea of new merch? Have we placed order? No, no instructions yet, needed to start planning things.
- Radhika: will send John's email from topline
- David: mask w/ TMM logo? Like the idea, but can't see people wanting to buy them. Get them free at RGN.
- Radhika: those are medical masks, they are now statements, represent who we are/where we are coming from? We need people to be interested in it, should make survey to see student interest.

- Priya: why not inclined to give refund? Radhika: Lost money on merch sales.
- Hussein: masks - med students got them for free from the faculty. Should see faculty to see if we can also get it for free as faculty learners.
- David: medical students didn't get masks? Huss: two masks going around white (innovation global learning), black (med students)
- Mahdi: will check who is giving masks for faculty

4. Meet the team Instagram posts and promotional content (Stephanie)

- Opinion on promo: posting meet the teams post. Template will probably change, will brainstorm with Sneha. What my role is text - very short (1-2 sentences) with picture. Send in Mon night 8pm. Will send in translation form to get that done.
- Any oppositions?
- Radhika: not opposed, can put in teamup? (deadline)
- Huss: will it be daily?
- Steph: no, bc there are 12 people (12 days) 1 post grouped into meet the execs, 1 for coordinators, 1 for reps.
- Didn't want both contents to overlap - wants to start on Oct 12, 13, 14.
- Keeps the page clean, doesn't spam. Made on fb, insta & twitter.
- Mahdi: correspondence timeline - sent to Stephanie to keep track.
- Steph: prevent spam - only have a couple of people repost/share. If want to repost or share, let people know that you've done it.
- Priya: like that idea, in order to keep us on track - set up google doc? Accountability for posting things. More organized.
- David: Clarify - 1-2 posts/day/platform.
- Hussein: twitter groups post together - professors use this platform.
- Steph: most views are from insta/fb.

5. Varia

a. Monthly newsletter (Hussein)

- Google doc set up - this monthly newsletter is a normal one, will be sent out mid-october.
- Content: deadline is translated by Oct. 12
- Mahdi: sent out 19 Oct.

- Workshop section: what are we expecting to see from this point? Monthly workshop useful for TMM students, studying, research poster presentations.
- Ex: presentation on mendeley - could be useful for 3rd years. Enki (endkey?) - flashcard software - for memorizing.
- One TMMSA member would take care of each workshop. About 30 minutes
- Radhika: Would workshop have to do with anything? Everyone in TMMSA would be accountable for one workshop?
- Hussein: will make google doc with divided on a monthly bases - 2 students can sign their name w/ workshop idea.
- Priya: are these workshops written? Envisioned as a presentation - virtual workshop. Through teams/zoom. Can set up ppt and share screen. Informal presentation.
- Priya: it might cool to have a section on our website to post these so people can access them, have a standardized template - consistent.
- Huss: Will start doc for ideas/suggestions. Could upload record session + ppt to website.
- Sneha: middle of month - must expedite. Try to do this ASAP - must be translated and made.
- David: Workshops: are we giving the presentations? Yes. 2 council members per workshop a month. Solely organized by those people. What's the point?
- Huss: TMMSA had workshops throughout the year (2 - poster writing + presentations). Good idea to teach students + helping them in their studying + research. Puts us in a good position to help students in academia.
- David: student connect - this could be done by the mentors.
- Huss: how many students/mentor.
- David: personnalized mentorship or part of a group. They get to choose. 2 mentors/mentee/group.
- Huss: better idea to have this workshop more widely available.

- David: will still be reaching out to third years - student connect mentors organizing their own mini-workshops. Why would it be more popular this year.
- Hussein: what about fourth year students? Workshops for both 3rd and 4th year
- Priya: helpful purpose for student connect - maybe more of tool of the month. More standardized. Merge both ideas of making workshop more tool based. Pre-recorded lectures.
- David: love idea.
- Casey: when trying to learn new softwares - follow youtube videos - do we need to reinvent the wheel if there is already great resources out there. We already have lots of things to prepare
- Priya: fantastic point - could find youtube videos and put them in the newsletter.
- Hussein: switch from thirty min workshop to tool of the the month. Include link to that tool, youtube videos, etc. - people agree.
- Radhika: avoid using "tool" of the month. Software, resource, etc.

b. Hosting faculty wide coffee house (virtual) (Priya)

- Idea: coffee house w/ CMM+BMI public event for everyone in the faculty to watch with people of faculty participating in to show our initiative and be more involved
- Use it to raise money, could donate to charity - public to all of uOttawa and beyond to promote TMM
- Do it around a holiday - sing carols, holiday related things.
- Mahdi: like the ideas, early but planning early is best. Start google doc with ideas, great to host in Dec. must plan sooner. Coffee house - google doc w/ potential dates. 1 per semester.
- Radhika: planning on doing it like how it is done on research day? Priya: Planning on using teams. Easier this way.
- Radhika: easier but at a price.

- Mahdi: google doc. To host an event on zoom, outside of business hours - 100\$ min (25\$ per hour w/min of 4 hours)
- Radhika: should think how to make this a fundraiser.
- Casey: cost of zoom - from tech perspective, zoom has capacity to change audio so music sounds better (don't know how to do with teams yet), w/ music might be worth considering to support audio.
- Mahdi: zoom function + user experience is better than teams, does not always cost money. Just a matter of timing.
- Hussein: add content to Oct 19 doc? Mahdi: yes. If you're name is on it, you are responsible for it, but can get people's help. Tables help with translating.
- Radhika: tell me about zoom meetings - we have money that can be reallocated to this.
- Casey: fundraising - know of any software that needs to be purchased to process the fundraising?
Radhika: If idea, can see if we can set something up directly with the organization. Paypal receipt is preferable, or show purchase on wix site.
- Mahdi: if responsible for the section and have nothing - remove it.
- Priya: holiday showcase - thinking of nice for all of FoM - not just TMM. We would all come together (CMM/BMI/TMM)to support an organization to fundraise for.

6. Motion to End Meeting

- a. Second: Mahdi
- b. Time: 8:31pm