WHOI PDA meeting, 1/19/2017

People present: Prosper, Virginie, Lola, Janet, Hilary, Annie

Not present: Zhixuan, Brian

Agenda:

1. Managing the email lists

a. Informal is “all-postdocs”: people have to sign up themselves (<http://mailman.whoi.edu/mailman/listinfo/all-postdocs>)

b. Formal (run by Janet, people are added automatically) is “postdocs”: Janet will change it to something like “official-postdocs”

2. Movie nights

a. 7-10 people came to the 1st one in January during the snow storm

b. Were some logistical/technical issues, but now know how to do for next time

**c.** **Janet will reserve 2nd Friday of the month for the rest of the year (6-10pm)**

**d.** **Lola and Virginie are taking the lead on organizing/planning**

3. Coffee hours

a. Ann Dunlea has organized core repository coffee hour for January 27th – She will send organizing email

b. **Annie will organize coffee hour at Communications/Graphics Department for February**, aiming for the week of Feb. 12-17th (not the 16th to avoid conflict for proposed date of interviewing/negotiation workshops discussed below)

c. Ideas for next ones: Mattias at SEA; Randie could show Mak Saito’s lab, Janet recommends marine robotics; Janet mentions earthquake lab in Smith; OOI; NOSAMS; Deep Submergence Lab

d. **Hilary will go through the spreadsheet** (https://docs.google.com/spreadsheets/d/19menzH2cbiG8PfnOxL7TD87842Y89zIsrroVdaWJGI8/edit#gid=0) listing former coffee hour locations prior to the next meeting so we can prioritize where we want to go

4. Winter retreat

a. Aiming a weekend in March, leaving Friday and coming back Sunday

**b.** **Virginie is looking into places that the Joint Program students have gone**

5. Interviewing and negotiation workshops

a. Aim for a 3pm or 3:30 on February 16 (panel for 1-1.5 hours followed by drinks/appetizer opportunity for informal interaction)

b. Goal is to have a panel (3-5 people) representing a range of career stages and personal experiences

**c.** **Janet is going to share her records of who has been part of similar panels in the past.**

**d.** **Hilary will compile options for panelists from Janet’s records and today’s discussion and follow up over email to decide who to invite.**