In attendance: Clarissa, Brianna, Liam, Loay, Carolina, Alex, Rory, Janet
Minutes taken by: Brianna

Minutes:
Academic jobs workshop:
- Pending confirmation from Ben Van Mooy - Loay reached out to him to follow up on his availability. Ben cannot attend the session. Need another person for CV section. **TO DO: Need to look for another panelist**
- Need one person per session there, should schedule people into slots
  - Rory - gone until the end of October, won't be in person
  - Loay can volunteer for the first session (18th and 19th)
  - A column on the Google Sheet for people to sign up
  - **TO DO: Sign up for sessions you can help with on the Google Sheet**
  - Alex will be online to help with the Zoom aspect of it and run break-out groups
    - She may have fieldwork that comes up for 1-week, she will reach out to get coverage during that time.
- Need to make a recurring Zoom link for the workshop - Carolina will make the Zoom link.
  - **TO DO: Create a Zoom link (single link for all meetings) - send out a reminder 1 week before and maybe 1 day before.**
- All the locations have been reserved on the Quissett campus (Clark or Carriage House)
  - Do we want anything reserved in the Village?
    - Might be better to keep it consistent so people don't have to check each session where it is located
- How much structure should be in the workshop portion?
  - Send out a form to ask for questions beforehand so we have some questions for the speakers
  - If the speakers want to create slides to present they can, otherwise it can be an open discussion
    - If we give them the option to make slides it may put some pressure on them to make slides, may be better just to keep it open for discussion
    - Removing the slides from the format will remove any technical issues and need for IS help
  - We can send a Zoom link as a registration form for each meeting where there is a section to put in questions for the panel in that registration, and then provide the panel with some questions from the audience, and then also we can give them some talking points.
    - May be better to do a Google Doc instead for the questions because that way if someone comes up with questions after they "register" they can still add those questions.
    - **TO DO: Create a questionnaire form on Google Docs**
  - Each person who suggested a person to sit on the panel should

- - Provide some structure on how long each person should have to answer a question - we don't want to have an answer to a single question take up the entirety of the
    - **TO DO: Create a general timeline for the day for the panelist, and send out an email to panelists ~ 1 week ahead of time with questions and structure**
    - Start with the panelist introducing themselves and their background (5 minutes each), then move into pre-provided questions from PDA and those on the form, and then move into open Question/Discussion.
- Should be open to postdocs and students according to Janet as a courtesy since both JP students and Postdocs are both under APO
  - **TO DO: Send the "save the date" to the jpstudents@whoi.edu (Carolina will send).**
  - **TO DO: Send to WHOI Headline as well (Carolina will do) -** young scientists interested in academic applications
- We can split the physical room into sections for "feedback" and "active writing"
  - For Zoom this can either be two large breakout rooms or more private working group breakout rooms.
    - You can give the option for people to join whichever room they want
    - Room title:
      - Feedback
      - Active Writing
      - Private Room 1
      - Private Room 2
      - Private Room 3 … etc

Mentoring form updates
- Alex has updated the three forms
  - People who are already at WHOI and looking for a long-term mentoring relationship
  - Resource for prospective postdocs who want to talk one-on-one
  - Mentor recruitment where we ask postdocs to serve as mentor
- All on Google Drive under the mentoring folder under the according year
- We are close to the point of distributing these forms, we need to discuss where to promote and distribute them
  - Are these going to be linked on the PDA website?
  - Mentors be sent out to postdocs ?
  - Mentee: on the offer letter + on PDA website
- Should postdoc mentor/mentee relationships only be for postdocs early in their postdoc (6 months? 1 year?) and then have the PDA email be an available option for either postdocs who have a question or need some one-off mentorship.
- For outside WHOI requests from prospective postdocs, we can answer as the PDA if we can and if it's a question that requires more in-depth information, time, or an area outside our collective expertise we can then reach out to one of the "postdoc mentors" and pair them for that interaction.

Website
- Are we all fine with Liam creating updates and pushing them on his own, or do we want some sort of approval team?
  - We all collectively agree Liam can push the updates
- Updating the healthcare session for non-investigators
  - Liam is an investigator - so someone in the group with more knowledge/experience on this would be helpful/needed
- Country-by-country resources/recommendation
  - Liam is open to compiling this information but does not have the background or experience to generate this information. We need input from the PDA or the post-doc collective at WHOI
- Tax-cheat sheet
  - All the links are not working, so Liam will update those but he needs someone who is a Scholar to check this information
- Meeting minutes
  - Are out of date (haven't been updated in 2 years)
  - Do we want these posted on the PDA website
    - Post these online as a PDF so they are easy to access
    - We need to make sure there is no private information that is shared, in cases where there is private or personal information we will do a screen to redact that information
- Sections to keep/remove
  - COVID-19 (choice - unpublish from the website)
  - Past events where the most recent event is from 2017 (choice - unpublish from website)
  - Post-doc Slack - people are using it, it's not super active but there are ongoing conversations and posts (choice - keep)
  - Post-docs go digital (links to Facebook and Instagram) - (choice - unpublish for now, and then revisit in future meetings whether we want to deactivate the account).

Coffee hour for September:
- September 16th
- Loay will lead and will likely be around 10am
- This will be a social coffee hour
- Location: postdoc lounge
- Janet can provide funds for this through APO since this is during NPAW, maybe some prizes, etc.

Picnic:
- 12:30-2:00pm, this will give people time to go to the event
- Liam will stay behind and help clean up, if needed
- Pizza and salad and desserts

To cover next time that we didn't get to today:

- Postdoc Symposium (Loay & Lore)
- Organize sending out welcome letter to new postdocs: https://docs.google.com/document/d/1Q5uRyV2gYKFf2In9bM2khV1b5M16SLq4gScene9OtI0/edit?usp=sharing
- Decide on protocol of our meeting minutes (do we want to email to all postdocs, add to the website, or just to the drive?) [and also of each group we are part of]
- Communications with postdocs: some postdocs have not received emails (or they do and simply do not read it). Do we want to make a whatsapp channel, that people always check? (also suggested a discord page, but that's very similar to slack)
- Should we have a recurring meeting time?
- Notes on public transportation (Sara)
- Teaching and extensions for postdocs - Adam Subhas - Liam and Clarissa
- Remove previous PDA members from drive?

Agenda

- Updates
    - Academic jobs workshop (Caro)
        - Final dates and topics, and conveeners
        - Decide on format and target group (only postdocs? Do we share on Headlines?)
    - Mentoring form updates, want to discuss methods for distribution (Alex)
    - Website (Liam)
    - Postdoc Symposium (Loay & Lore)
- Organize sending out welcome letter to new postdocs: https://docs.google.com/document/d/1Q5uRyV2gYKFf2In9bM2khV1b5M16SLq4gScene9OtI0/edit?usp=sharing
- Decide on protocol of our meeting minutes (do we want to email to all postdocs, add to the website, or just to the drive?) [and also of each group we are part of]
- Communications with postdocs: some postdocs have not received emails (or they do and simply do not read it). Do we want to make a whatsapp channel, that people always check? (also suggested a discord page, but that's very similar to slack)
- Schedule next coffee hour (avoid September 18th)
- Should we have a recurring meeting time?
- Notes on public transportation (Sara)
- Teaching and extensions for postdocs - Adam Subhas - Liam and Clarissa
- Remove previous PDA members from drive?