

FSR meeting

Protocol 7/3/2021

Attendees: Mithili, Charlotte, Walid, Aditi

Time: 4pm- 5pm

The new FSR were welcomed and the duties of FSR were discussed.

1. The various positions were unanimously nominated.
 - I. FSR Representative to STURA- Mithili
 - II. FSR Representative to Direktoriumsitzung - Charlotte
 - III. Finance in charge: Charlotte and Mithili
 - IV. Email maintenance in charge: Charlotte, Mithili (Aditi as back up)
 - V. Facebook page maintenance in charge: Aditi and Walid
 - VI. Facebook group maintenance in charge: Aditi and Walid (Vino as backup)
 - VII. STURA International Students group point of contact: Walid (Aditi as backup)
 - VIII. Website maintenance in charge: All the FSR and Vino
 - IX. Instagram maintenance in charge: Charlotte and Aditi

2. Protocols to be duly written and sent before next meeting. They can be written in one or both the languages.

3. Heiconf FSR student assembly will be held once every week.
Task: The meeting on Heiconf to be opened by 1 FSR

4. Aditi shared the official FSR email id and password. She informed that she would share the information of all other id passwords ie. of website, Heiconf etc. in a word document, which would be mailed to the FSR email id and can be accessed by all the FSR.
Task: Aditi to make the word document and send it to FSR email id.

5. Facebook page: The admin of Facebook page is Aurangzeb Khan. Walid would contact Aurangzeb personally and request him to add him as admin. Once he is the admin, he will then make Aditi an admin too.
Task: Walid to contact Aurangzeb and do the needful

6. Facebook group: Aditi will add Walid as an admin
Task: Aditi to do the needful

7. Instagram: Charlotte will create an Instagram id and password and share it with FSR.
Task: Charlotte to do the needful

8. Website: all the FSR would have a meeting with Vino where he would educate about website maintenance.
Task: Aditi and Mithili to invite Vino for a meeting for website handling training

9. Aditi to share the email of international office group of STURA with Walid and he would then contact them and stay in touch with them.
Task: Aditi to do the needful

10. Walid suggested that we should have a new whatsapp group of current students of SAI as the 'SAI INFO' group has many ex-students. This group would consist of only current students and all the FSR would be the admins. This group will be used to pass on information and stay connected with the students regularly. Once when the FSR or student graduates, the student will have to leave the group or inform the admin to remove them from the group. The 'SAI INFO' group will then be made as a 'SAI Alumni' group. It was voted and unanimously agreed to make this group.
Task: Walid to do the needful.

11. Finance: Mythili would educate Charlotte about finance both would maintain finance. They would do so by scheduling a meeting as per their availability.
Task: Charlotte and Mithili to do the needful.

12. All email from FSR will be sent from FSR email id (handled by Mithili and Charlotte). If a personal email id is used, then the FSR email is to be put in cc or the email communication is to be forwarded to FSR email id.

13. A South Asian film fest would be held in SOSE 2021. The movies to be screened will be discussed in following meetings. The links of the trailers would be seen by all the FSR. It was discussed and agreed upon that a remuneration of up to 100 Eur/film would be given to the makers. The movies shown should be a nonfiction documentary-based on a topic from South Asia. There would be 4/ 5 movies shown. Frequency: either one or two movies to be shown per month.

14. It was discussed to have an Ersti for freshers at the start of the term. This would be finalized after a discussion with Mr. Lars. The Ersti would be either online or in person based on Government directed pandemic rules.

15. An online games event would be held again this semester.