Bridge to Doctorate Meeting Minutes
November 15th, 2019

Facilitator: Aida Ghiaei

Minute Taker: I'jaaz Muhammad

Duration: 2:00 PM - 3:00 PM

Topic and objective: create a template and organize the format and make it easy for Aida to finish NSA Fellowship next year

Cristian (Past BD fellow, "The Ghost of Christmas Past"): *"The more you have to click, the less attention you have in the reader."*

Made a folder System for each member, linked within the "B2D Files" within "2019 - 2020"

Create a "Profile" File with this template:

Profile Document format: Your name, dept. name, start of grad study and Bridge to the Doctorate Fellowship, Name of advisor/co-advisors, dept affiliation of that advisor, their email, ORCID Number, LinkedIn link, Picture (Look professional [PNG]), Bio Statement - (LinkedIn Statement/BD Cohort website (e.g. "Tanisha Williams")

Created a "Publications" File:

Publications Document Format: #) Last, First Initial, Other Co-Authors(same format), (year published), "COMPLETE DETAILED TITLE", FULL name of your journal, Volume, pages, affiliation (university that the research was done at), DOI (Doc. Online Identifier) Number

Create a "Poster Presentations" File:

Poster Format: #) Last, First Initial, Other Co-Authors(same format), (year presented), "COMPLETE DETAILED TITLE", FULL name of conference, location of conference

Create a "Oral Presentations" File:

Oral Presentation Format: #) Last, First Initial, Other Co-Authors(same format), (year presented), "COMPLETE DETAILED TITLE", FULL name of conference, location of conference, invited (Yes/No)

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Create a "Outreach" File:

Outreach Format: FULL Name of Outreach Event, Location, Date, Time, Short summary of the activity (3 sentences minimum), Picture w/Caption Note: if picture is taken with minors, obtain written permission for use from parent/guardian or school principal)

Action Item for Aida: Sample story and sample picture, also create new create a "Fellowship/Scholarships", a "Teaching" File and a "News" file

Create a "Mentoring" File:
Mentoring Format: Who are you mentoring (no identifiable name), location, frequency, description, pictures (if available, w/caption).

Action items for all BD members for 2019 – 2020: START FILLING THE FILES, FINISH BY THE NEXT MEETING TIME

Next Meeting: December 6, 2019

Attendees:
Aida Ghiaei
I'jaaz Muhammad
Pierre Fils
Uche Anene
Victor Calle
Roman Mays
Luis Antonio
Cristian Aviles-Martin
Jaseph Soto Perez