**PPDA Dec Board meeting Agenda**

Time: 4 – 5 pm EDT, Dec 2, 2021

Location: Zoom

**1. Summary for Academic Job Applications: Health science and related fields (Dec 1st)**

 ---Tauqeer and Anke

Send an attention note

Find potential professors and send name to Dezhi

Not just in academia, but also people in industry

**2. The upcoming “How to Be a Better Reviewer” event**

 ----Ria, Dezhi, Anke and Tauqeer

**Time:** Dec 15, 12-1 pm

**Form:**

5-10 min for each one about how to be a better reviewer

Q & A

**To do:**

Communicate and set up the time

Invitation (President),

Reminder (event organizer),

thanks letter and maybe small gift

**3. Develop a Postdoc slack channel**

Anke and Youngwoo do not have responsibility for this.

Lisa said this one might be maintained unofficially.

Some of members expressed concerns about the slack, ie who maintains this.

Conclusion: ?? may need to be discussed more later.

**4. The postdoc networking event hosted by Lisa**

 Dec 10 th or 16 th, coffee and snacks will be provided

Board member networking (find a time and place)

**5. Topic for Big Ten Postdoc seminar**

Academic Job Applications seminar

Feb 2022

**6. Gift exchange/secret Santa for Christmas**