CM-CDT GROUP
Meeting Guidelines and Procedures

Members
The members of the CM-CDT Group are the CM-CDT Management Group, the CM-CDT students and their Research Supervisors from University of Edinburgh, Heriot-Watt University and University of St Andrews.

Attendance at face-to-face meetings is compulsory for all students. Furthermore, first- and second-year students must attend all group meetings, whether they are face-to-face or by videoconference. For third- and fourth-year students, attendance at videoconference meetings is usually optional, unless they are specifically invited to update the meeting on a particular topic.

Purpose
- To discuss issues affecting the CM-CDT Group e.g. courses, policies and procedures.
- To bring together the group to discuss projects such as Public Engagement or the website.
- To pass on information e.g. special events, external courses, and conferences.

Timings
- CM-CDT Group meetings are usually held on a monthly basis (during teaching) by videoconference, using the SUPA VC rooms. Students in their first and second years must attend each meeting unless there are exceptional circumstances. If such circumstances arise, please discuss this with the Centre well in advance of the event.
- Students in their third and fourth year are welcome to attend and may be asked to present on a specific project.
- Three times a year CM-CDT events will be held (Retreat, Summer School, Careers Event or Group Meeting with speaker / cohort-building activity). All students should attend these.
- Teleconference meetings may also be held for individuals or small groups. These can be arranged using the teleconference facility within each university or by dialling in from a land line phone or via Skype; the dial in number and pass-code will be advised on the meeting notification.

Notification
- All members of the group will be notified of the time, date and location of the meeting by e-mail, will be given any necessary instructions (e.g. for teleconference, directions to the venue), and will be notified of any transport arrangements.
- On receipt of the notification all members of the group are requested to confirm their attendance to the Centre. This is to allow for the correct catering and transport arrangements, or (for meetings hosted by our Industrial Associates) entrance registration to be arranged.
- If exceptional circumstances are likely to prevent you from attending, please discuss these with the Centre well in advance of the event.

Agenda
This is a list of points to be discussed at the meeting and will be issued 1 week prior to the meeting.

Agenda points
- Any member of the CM-CDT Group can ask for a point to be added to the agenda. This request can be made at any time during the month by telephoning the Centre on 01334 463102 (normal office hours are 9.00am – 5.00pm) or by e-mail to cm-cdt@supa.ac.uk
and the point will be added to the agenda for the next meeting being held and will show your initials.

- When you request an agenda point the following will need to be supplied:
  - A short description of the point you want added.
  - If the agenda point is a proposal for discussion or a copy of a document you would like circulated, or presentation slides then these will need to be e-mailed to cm-cdt@supa.ac.uk at least 3 working days prior to the meeting.
- When e-mailing please include “CM-CDT Group Agenda point” in the subject line.

**On the day**

- All members of the CM-CDT Group are requested to arrive prior to the meeting start time. For face-to-face events, refreshments will normally be available at least 10-15 minutes prior to the start of the meeting.
- Each meeting will have:
  - A chair, whose role is to keep the meeting focussed in line with the agenda and on time, and to ensure that all members have the opportunity to participate in the proceedings.
  - A minute-taker whose role it is to take notes of the discussion, summarising the key points and detailing any action points required to be completed with the initials of the person responsible noted.
  - A discussion leader. On some occasions there will be a requirement for a person to take on this role which will help the group to understand the objectives of the meeting and control the timing of the discussion or presentation, without taking a particular position in the discussion. The discussion leader will also assist the group in achieving an agreement on the outcome of the discussion.

**Minutes**

- These will be sent out to all members of the CM-CDT group usually within 1 week of the meeting.
- The format of the minutes will be:
  - A list of those present, categorised by location.
  - The names of those not able to attend who have sent their apologies.
  - The list of action points by group member. These are a summary of the action points mentioned in the minutes.
- If you are shown on the minutes with an action point then you must be able to give the next meeting an update on your progress. If you are not attending the meeting then you must forward your progress report to cm-cdt@supa.ac.uk so that your update can be given to the meeting. Any action point not completed will be carried over to the next minutes.
- Action points will have a statement at the end which will be colour coded (green - complete / yellow – in progress / red – still outstanding).
- Any amendments to, additions to, or deletions from the minutes can be raised at the next meeting under Point 1 of the agenda, “Minutes of the Previous Meeting / Matters Arising”.
- Once the minutes have been approved they will be filed as a record of the business and will be available for viewing at the request of EPSRC or via a request under the Freedom of Information Act.