

**DoLS PDC meeting minutes**

Wednesday 4<sup>th</sup> October 2023

14:00-15:00

MS Teams

**Invited: Alice Banks (AB), Julia Sanchez Garrido (JS), Alex Cocker (AC), Satya Prakash (SP)**

**1. Apologies for absence**

None.

**2. Approval of minutes from last meeting**

Approved.

**3. Events for 2023**

**a. Pizza & beer talks (JS)**

**Action:** JS to send an email to the postdoc mailing list to request a speaker for October/November with a choice of dates proposed. JS will present if no speaker volunteers.

**b. Faculty Postdoc Showcase (AB)**

Event scheduled for 16<sup>th</sup> November.

**Action:** AB to email postdoc mailing list to promote event.

**4. Review DoLS PDC Terms of Reference**

The Terms of Reference (ToR) were reviewed. The document was updated with the relevant committees, and some aspects of the document were streamlined. A working document is available in the PDC MS Team and will be edited ready to be agreed at a subsequent meeting.

**Action:** JS to make discussed edits to the ToR document in the PDC Team.

**5. AOB**

- None.

**6. Next PDC meeting**

TBC