

## Extraordinary meeting-Protocol from 11.04.24

<b>Start: 19:20</b> <b>Place: Online (BBB)</b> <b>Minutes taker: Alkhawaja</b>		
<b>Formalities and attendance</b>	Attendees	Ali A. Waithera G. Akram A. Linda A. Moses A. Guzel K. Emanuell J. Abdulla A.
	Absent	Orwa M.
	Excused	Weam H. Charalampos S.
<b>Protocol control</b>	-	
<b>Post &amp; Emails</b>	<b>Emails:</b> Only Fieldtrip applications, and emails relating to drillbotics orders.  <b>Post: -</b>	
<b>Reports &amp; Tasks</b>	<b>1st Chair:</b> Kanban flow tasks have been cleaned up. Annual report submitted. Chapter Award application submitted.  <b>2nd Chair:</b> Cyprus Chapter invitation feasibility will be investigated.  <b>Treasurer:</b> Preliminary Financial Audit has been conducted, a thorough one will follow till July.  <b>Secretary:</b> WSD Sponsoring report submitted.  <b>Communication ENG:</b>	

**Kommentiert [AA1]:** The last meeting protocol was sent at least 12h before the meeting, and then checked to be correct by members

**Kommentiert [AA2]:** discuss and read incoming emails or post

**Kommentiert [AA3]:** To-Do List (Kanbanflow) then general reports

	<p>Prof Jäger will be contacted regarding details about the Berlin students visit and Azerbaijan student visit.</p> <p>Communications GER: DMT will be contacted. Deep KBB will be followed up with.</p> <p>Socials: Short Reports of past events, ONTRAS; VE; ROSEN will be made for the website, submission as word file to the 1<sup>st</sup> Chair.</p> <p>HR:</p> <p>Service: Supplies will be restocked by April 20th.</p> <p>Petrobowl and science: 2 Contributions will be submitted to the East meets west SPE conference in Poland 22.05 to 25.05. Abstract to be submitted till April 16<sup>th</sup>.</p> <p>Drillbotics: The Competition will not be held in person in Clausthal, but instead every team will stream the tests from their lab.</p>				
<p><b>Motions</b></p> <p>Voting: x Yes / x No / x Abstain</p>	<ul style="list-style-type: none"> <li>Alkhawaja, places a motion to recognize the on 10.04 per email shared Basic Guidelines and Changes for the SS24 (will be attached to appendix)</li> </ul> <p>7 Yes / 1 No / 0 Abstain</p>				
<b>Finances</b>	An internal financial Audit for the period of 01.09.23 to 31.03.24 is to be made by the 1 <sup>st</sup> chair and treasurer, till end of June				
<b>Miscellaneous</b>					
<b>OE</b>	<p><b>Official Events</b></p> <table border="1"> <thead> <tr> <th>Date &amp; time</th> <th>What</th> </tr> </thead> <tbody> <tr> <td>7th May.</td> <td>Sirius E.S</td> </tr> </tbody> </table>	Date & time	What	7th May.	Sirius E.S
Date & time	What				
7th May.	Sirius E.S				
<b>End: 20:10</b>					
<b>Next Meeting: 18.04.24</b>					

**Kommentiert [AA4]:** Executive motions effective till the end of the semester

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**1st Chair**  
 Gez. Ali Alkhawaja



University of Clausthal  
SPE Student Chapter

## Appendix

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