

## Meeting minutes 3/19/10

### Meeting with advisors

One advisor say something about iGEM for regional advisors meeting for proposal. Courtney had meeting with ihotel for planning—rooms, dates. We may have to host dinner, possibly at IGB. We have to come up with a portion of the funds. Needs list of team member's school affiliation. Tentative schedule: First night cocktail party, dinner. Conference at iHotel. We pretty much just pay for food. First day box lunch, possible dinner. Sunday, offer breakfast, people leave. Estimating 100 people attending. Maybe poster session highlighting IGB work, vendor show (vendors pay to participate, location source of funding for iGEM!).

Maybe the union as an option, visitors can walk around campus. Hampton out by Beckman.

We were given 500 dollars to come up with cooperate brochure. Who we are, description of research, donation possibilities.

We may need new space if our current space gets taken. Possible use of training lab. If we go with training lab, we'll have to find equipment list. ie: pipette sets, power supply, thermocycler, tabletop centrifuge, hot plate, glassware, gel boxes. Maybe borrow stuff from senior design lab from bioengineering.

Put together list of supplies that we need donated. We can ask around to see what we can get donated.

Lab training sessions early may or late june with prof. Rao. Courtney may be able to do some lab training in a couple weeks as well.

Daycare on campus closes for 2 weeks in summer, so Courtney won't be here then.

Availability this summer

Prof. Rao: june will be on and off

Prof. Jin: Second and third week of june out of town.

Prof. Manaster has to look stuff up, she'll get back to us.

prof. Rao wants some of our smelly e. coli.

Credit Hours possibility—possibly getting fall credit for summer work so tuition isn't an issue. Probably 4 hours of credit.