

Preparation Before UCL Meetup

MINUTES

JULY 10TH

4:00PM

CLAREMONT TOWER RM602

CHAIR OF MEETING	Yana Dem'Yanenko
MINUTE TAKER	Vivian Wong
ATTENDEES	Matthew Law, Vincent Leonardo, Geoff Pettitt, Alina Tamciuc, Yana Dem'Yanenko, Izzy McLaren, Vivian Wong, Justas Miknys, James King, Jem Stach, Phillip Hall Apologies: Neil, Owen, Rob and Chris

Agenda topics

[TIME ALLOTTED]

DEADLINES

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Team project description, title and abstract for iGEM central	Vincent	ASAP
Send email to Neil to remind him about track selection, regional jamboree attendance fee	Vivian	ASAP
Arrange to take photos for supervisors	Vincent	ASAP
Add introduction of project Chris wrote to the wiki	Vivian	ASAP

[TIME ALLOTTED]

UCL MEETUP

DISCUSSION	If teams use rulebender make sure they refer to it on their wiki. Everyone to meet at haymarket Thursday evening to go to the bus station together.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Pickup USB sticks from Jem on Thursday	Geoff	July 11
Soil sample for Norwich	Vivian	July 11
Everyone update wiki before leaving for UCL	Everyone	July 11
Remind Neil of presentation time and date for UCL	Vivian	July 11
Print tickets for megabus and confirmation for hostel	Vincent	July 11
Finish and print out workshop handouts	Modelling Team	July 11

[TIME ALLOTTED]

FUNDING

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check letters that have been sent to him	Neil	ASAP

[TIME ALLOTTED]

CLONING STRATEGY/PROJECT UPDATE

DISCUSSION	Cloning strategies are currently not on the wiki.	
CONCLUSIONS	Subteams to put cloning strategies on the wiki. Changes on the cloning strategy and why it has been changed must be included as well.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Write new protocol for transforming <i>B. subtilis</i> with Groningen plasmid	Shape Shifting Team	When possible

[TIME ALLOTTED] TRAVEL AND WIKI

DISCUSSION Most people would not like to stay in Lyon for too long as it is during term time.		
iGEM wiki must be open source, and flash is not, but it is suggested that a video to be included on the front page of the wiki.		
CONCLUSIONS People to decide which day (Monday or Tuesday) they would like to return from Lyon.		
Ask iGEM central about multimedia.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send Neil email on Lyon flights	Vivian	July 11
Add cloning strategy to wiki	Each subteam	ASAP
Send email about multimedia to iGEM central	Matt	ASAP
Show video of L-form bursting when osmotically unstable	Vincent	ASAP

[TIME ALLOTTED] REVIEWING REQUIREMENTS AND MISC

DISCUSSION Prizes we could nominate ourselves for:
Best Human Practice – Biogame
Best BioBrick measurement – Microfluidics (Since it shows L-form's cell wall isn't there and not just by morphology under microscope)
Best Model – Lac operon
Suggested that we could write a questionnaire for people on Ethics. Include for example: implications on environment, selecting for trait instead etc.

Next Meeting

Location :
Date and Time : July 17th
Minute Taker : Alina
Chair of Meeting : Vincent