

# MINUTES

JULY 18<sup>TH</sup>

4:00PM

CBCB MEETING ROOM LEVEL TWO

<b>CHAIR OF MEETING</b>	Vincent
<b>MINUTE TAKER</b>	Alina
<b>ATTENDEES</b>	Apologies: Jem Stach, Phillip Hall

## Agenda topics

[**TIME ALLOTTED**] WIKI

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Arrange to take photos of supervisors	Vincent	ASAP
Add introduction of project on the front page of the wiki	Anyone	24 <sup>th</sup> July
More detailed calendar entries, add information for London weekend	Everyone	24 <sup>th</sup> July
Make calendar dates link to pages e.g. London weekend to YSB page	Matt	ASAP

[**TIME ALLOTTED**] OUTREACH

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Organize to have a brainstorm about ethics	Everyone	24 <sup>th</sup> July
Create ethics questionnaire to find out what the public thinks about using L-forms	Vincent	ASAP

[**TIME ALLOTTED**] PROJECT

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Write new protocol for transforming <i>B. subtilis</i> with Groningen plasmid	Shape Shifting Team	24 <sup>th</sup> July
Ask Sunny to help us with creating nice visuals of L-forms	Vincent	ASAP
Create a lab Rota and timetable in order to increase efficiency	Vincent	24 <sup>th</sup> July
Ask Wendy to check the Groningen plasmid	Shape Shifting Team	24 <sup>th</sup> July
Check the requirements to see what we obtain by using the Groningen plasmid	Shape Shifting Team	24 <sup>th</sup> July
Update the protocols on the wiki	Team 2	24 <sup>th</sup> July
Detailed instructions of L-form switching to go on the wiki	Vincent	ASAP
Annotate BioBrick design in ICE to avoid last minute rush	Vincent, James, Chris, Rob	ASAP
Remember to do a control (LR2) for protein purification	Vincent	
When finished, try Vincent's protocol out to make sure it's easy to follow	Everyone	ASAP
Send a remainder e-mail to Neil to remind him about selecting a track	Vivian	ASAP
Send a reassuring e-mail to Neil about the Super Folder	Vincent	ASAP
Re-send Neil other important emails which have not been answered	Everyone	ASAP

Start improving poster layout and creating illustrations for the wiki	Alina	ASAP
Contact Yanetta about T-shirt funding	Izzy	24 <sup>th</sup> July

**[TIME ALLOTTED]** TRAVEL

<b>DISCUSSION</b>	Most people would not like to stay in Lyon for too long as it is during term time. We can stay somewhere nice in Lyon as a treat for our hard work	
<b>CONCLUSIONS</b>	People to decide which day (Monday or Tuesday) they would like to return from Lyon.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Re-send Neil email on Lyon flights	Vivian	ASAP
Start looking at hotels for Lyon, somewhere nice	Vivian	ASAP

### Next Meeting

Location :  
 Date and Time : July 24th  
 Minute Taker : Chris  
 Chair of Meeting : Geoff