

Minutes of the 1st iGEM Meeting

Location: CBCB 2nd floor meeting room

Date: 13/02/2013

Time: 5:00pm -6:00pm

PRESENT

Isabelle McLaren

Vincent Leonardo

James King

Alina Tamciuc

Yana Demyanenko

Vivian Wong

Robert McKiernan

Chris Wall

Geoff Pettitt

Justas Miknys

Jen Hallinan

Neil Wipat

APOLOGIES

Owen Gilfellon

Chairperson: Neil

How to hold a meeting

- Be on time
- Decide on minute taker
- Refer to minutes of the previous meeting
- Write action points in bold, include what needs to be done
- Decide on standing Agenda

Agenda

- 1) Apologies
- 2) Build a standing Agenda
- 3) Narrowing down
- 4) Funding
- 5) Registration for iGEM 2013
- 6) Wiki
- 7) Review Requirement
 - o How to enter
 - o How to win gold
 - o How to get a shiny
- 8) Skill Set
- 9) Holidays
- 10) Training
- 11) AOB

Standing Agenda

- 1) Apologies
- 2) Narrowing down
- 3) Funding
- 4) Registration for iGEM 2013
- 5) Wiki
- 6) Review Requirement
 - o How to win gold
- 7) AOB

Narrowing down projects

- Usually write down many ideas
- Narrow it down to a list of around 20 ideas
- Undergraduates start working in labs after exams (mid June-July)
- Majority of team in the lab for 10 weeks
- Rob and Chris will start 4 weeks before the rest of the team

Synthetic Biology life cycle

- Need to finish plan and modeling done before we go anywhere near the lab
- RNA constructs needs to be made (requires 6-8 weeks)

Communication

- Use emailing list
- Send out minutes as soon as possible

Wiki

- Public face to rest of the world
- Examined by iGEM assessors
- Add ideas according to category

Funding

- Identify sources of funding
- Discuss with Jen and Neil first before sending out letters
- Review letters together
- Deadline for applications for funding soon
- Need to submit applications

Registration

- Need to register soon

Requirements for Gold

See website for Criteria: http://2012.igem.org/Judging/Judging_Criteria

- May collaborate with Edinburgh
- Will help each other (to cover gold criteria number 2)
- Better to cover all bases (so fulfill all gold requirements instead of the stated 1 out of the 3)
- Look at categories and review them on a regular basis

Holidays

- Anyone that has plans for holidays please email Jen and Neil.

Training

- Presentation skills
- Modeling
- Please tell Jen and Neil if you want special training in certain areas

Action Points

- **Decide on minutes taker and chair for next week**
- **Jen and Neil to set up Team**
- **Team members to sign up**
- **Neil and Jen to make sure everyone can make 5:00pm – 6:00pm on Wednesdays**
- **Jen to send email addresses to Chris and Rob**
- **Everyone to write a brief CV to send to Neil and Jen**
- **In two weeks to review a page of ideas**

Next Meeting

Location: CBCB 2nd floor meeting room

Date: 20/02/2013

Time: 5:00pm -6:00pm

Minutes taker: Alina

Chair: Chris

Minutes taken by Vivian