

Meeting Title

MINUTES

03/07/13

16:00

CBCB

CHAIR OF MEETING	Matthew Law
MINUTE TAKER	Justas Miknys
ATTENDEES	Matthew Law, Vincent Leonardo, Chris Wall, Geoff Pettitt, Owen Gilfellon, Alina Tamciuc, Yana Dem'Yanenko, Izzy McLaren, Vivian Wong, Justas Miknys

Agenda topics

[TIME ALLOTTED]

DEADLINES

DISCUSSION	All deadlines must be kept on top of including internal deadlines such as finishing the workshop, presentation and cloning strategies.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Put internal deadlines onto the wiki and see how they fit into requirements	Vincent Leonardo	

[TIME ALLOTTED]

FUNDING

DISCUSSION	Keep looking for funding. Alina mentioned that we might get some funding from Architecture school.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check letters that have been sent to him	Neil	11/07/13
Keep looking for funding	All	

[TIME ALLOTTED]

WORKSHOP

DISCUSSION	We have reviewed workshop presentation, feedback was given about it.

CONCLUSIONS	Introduce feedback forms to our workshop so that we can track who we helped.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make feedback forms	All	11/07/13

[TIME ALLOTTED] PROJECT

DISCUSSION	We have talked about teams progress and how they are doing with their projects.	
CONCLUSIONS	Everybody knows what to do next.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Write project overview	Chris Wall	11/07/13
Improve project overviews	All	11/07/13
email Neil about team 3 results with Groningen plasmid	Yana Dem'Yanenko	11/07/13
alert someone to order restriction enzymes PenG, lysozyme.	Rob McKiernan	11/07/13
Put the rules about naming conventions	Rob McKiernan	11/07/13

[TIME ALLOTTED] WIKI

DISCUSSION	It was suggested by Owen that our current calendar is not "user-friendly" enough.	
CONCLUSIONS	Look for ways to improve our calendar	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Arrange to take pictures of supervisors	Vincent Leonardo	
Write bios	All	11/07/13
Update project summary	Owen Gilfellon	11/07/13

Next Meeting

Location :Daysh building
 Date and Time :16:00
 Minute Taker :Vivian Wong
 Chair of Meeting :Yana Dem'Yanenko