

MINUTES

AUGUST 1ST

4:00PM

CBCB MEETING ROOM LEVEL TWO

CHAIR OF MEETING	James
MINUTE TAKER	Izzy
ATTENDEES	Apologies: Jem, Phillip, Sarah, Rob, Chris

Agenda topics

[**TIME ALLOTTED**]

PAST ACTION POINTS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Arrange to take photos of remaining supervisors (Neil, Jem, Martin, Phil)	Vincent	ASAP
Change paragraph on the front of the wiki to mention architecture, human practices and shape shifting	Geoff	
Email lab rota and internal deadline to the group	Vincent	
Link protocols to calendar	Team 2	
Write up research regarding laws of GM products for the wiki	James	
Put updated L-form protocol on the wiki	Vincent	
Change SGM tutorial regarding Jem's feedback	Justas	
Move standing agenda and past minutes to the new wiki after they've been checked for appropriate contents	Justas	

[**TIME ALLOTTED**]

MICROFLUIDICS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Help Sunny with microfluidics design	Alina	
Meet up with Sunny about microfluidics programming	Matt and Justas	

[**TIME ALLOTTED**]

REQUIREMENTS

DISCUSSION	We have completed gold. We are behind on point 4 for silver (environment, security, safety, ethics and ownership)	
CONCLUSIONS	To reach gold, we must help another team. Also decide what shiney to aim for (Modelling?)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email York about collaborating regarding L-forms	James	
Email Leeds about collaboration regarding microfluidics	Izzy and Vincent	
Look into Autodesk about sponsorship for T-shirts	Neil	
Email Industrial Workwear about a quote for T-shirts	Izzy	
Email Martin to arrange a workshop week beginning on August 12 th	Alina	
Make track selection for foundational advances	Neil	

Make new pages on wiki specifically for 'environmnt', 'security', 'safety', 'ethics' and 'ownership'	Matt	
Ask around and read up on parameters to help Edinburgh	Geoff and James	ASAP
Arrange with the modeling team/Keith for the computer to be set up	Owen	
Use Java to do a simplistic model	Justas	
Talk to Rob and Chris about what we can put on the wiki regarding their part of the project	Everyone	

[TIME ALLOTTED]

SUBPROJECTS

DISCUSSION	Team 3 are waiting for microfluidics to be ordered. Meanwhile, doing modeling, video, illustrations and helping other teams.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Spend more time in the lab with Vincent	James and Matt	
Share jobs in the lab with team members	Vincent	
Research into theory of what can be done next with L-forms after they have been put in plants	Team 2	

Next Meeting

Location :CBCB?
 Date and Time : August 7th
 Minute Taker : Justas
 Chair of Meeting : Matt