

Meeting Title

MINUTES

26TH OF JULY

4 PM

CHAIR OF MEETING	James
MINUTE TAKER	Izzy
ATTENDEES	Everyone

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. This should be overseen by the 'boss'	
CONCLUSIONS	Vincent is the team leader and Geoff and Izzy are assistant leaders	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Put internal deadlines onto the wiki and see how they fit into requirements	Vincent	ASAP
Email Joe Mullen about Friday's meeting	Rob	5/7
Email Paolo about meeting up to discuss the workshop	James	5/7

[TIME ALLOTTED] FUNDING

DISCUSSION	Letters need to be sent but must be checked by Neil first. Alina has not heard back from the head of architecture.	
CONCLUSIONS	Alina will go and see the head of architecture in person.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check letters that have been sent to him	Neil	ASAP
Keep looking for funding	All	On going
Finalise T-shirt design and consult group	Vincent	ASAP

[TIME ALLOTTED] CLONING STRATEGIES

DISCUSSION	The two sub teams that need cloning strategies have completed a first draft. Team 1's has been seen by Neil and amended.
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CONCLUSIONS	Team 2 must meet up with Neil to go through it.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add agenda item – sub-project updates	Justas	ASAP
Email Wendy about the plasmid for the control	Rob/Chris	ASAP
Start thinking about a lab rota so everyone gets a go in the lab	All	On going

[TIME ALLOTTED] MEETING AND TRAVEL

DISCUSSION	Travel and accommodation deposit has been paid for the UCL meet up. Paolo is coming with us. The workshop material, presentation and poster teams have been decided and preparation has been started. We are now looking to fly to France earlier (Wed) and returning later (Tues).	
CONCLUSIONS	Teams should keep working on their section (poster, presentation, workshop)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email Jill to pay whole payment for UCL accommodation	Vincent	
Take pictures at ‘helping other teams’ at the UCL workshop	All	12-13/7
Find an alternative time to practice the modeling workshop	James	5/7
Make feedback forms	All	12-13/7
Upload picture of phone numbers	Vivian	ASAP
Redo travel spread sheet for flying to France	Vivian	ASAP
Email UCL to find out the timetable for the weekend	Vincent	12-13/7
Make friends with Edinburgh students	All	12-13/7
Help other team model	Modeling team (Yana, Justas, James, Geoff)	12-13/7

[TIME ALLOTTED] WIKI

DISCUSSION	Wiki is coming on nicely; keep the calendar updated with information and pictures. Make sure all info is out own and not taken from Wikipedia!
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Start putting pictures on the main page	Matt	On going
Rewrite project over view	All	ASAP
Arrange to take pictures of supervisors	Vincent	ASAP
Keep calendar updated with detailed information and pictures	All (team 1)	On going

Next Meeting

Location :
 Date and Time :
 Minute Taker :Justas
 Chair of Meeting :Matt