

# 2<sup>nd</sup> iGEM Meeting

## MINUTES

20/02/2013

17.00-18.00

CBCB 2<sup>ND</sup> FLOOR MEETING ROOM

CHAIR OF MEETING	Chris Wall
MINUTE TAKER	Alina Tamciuc
ATTENDEES	Alina Tamciuc, Chris Wall, Geoff Pettitt, Isabelle McLaren, James King, Jen Hallinan, Justas Miknys, Matthew Law, Neil Wipat, Owen Gilfellon, Robert McKiernan, Vincent Leonardo, Vivian Wong, Yana Demyanenko

### Agenda topics

1. Apologies
2. CV/ Skillset
3. Funding
4. Registration
5. Wiki
6. Requirements
7. The project- what is it?
8. AOB

#### CV/ SKILLSET

DISCUSSION	The CVs that have been sent are missing specific skills set and are not available to everyone.	
CONCLUSIONS	A new wiki CV page has to be created on the wiki and everyone should upload their new revised CV with specific skill sets so everyone can see them. If someone does not wish to make it available to everyone email Jen or Neil. This will enable us to match people to specific tasks and funding opportunities.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make a CV page on wiki	Chris Wall, Robert McKiernan	27/02/2013
Upload your CV with a <u>list of specific skill set</u> on the wiki on the CV page	Alina Tamciuc, Chris Wall, Geoff Pettitt, Isabelle McLaren, James King, Justas Miknys, Matthew Law, Owen Gilfellon, Robert McKiernan, Vincent Leonardo, Vivian Wong, Yana Demyanenko	27/02/2013
Make sure everyone has done so	Vincent Leonardo	Until Done

#### FUNDING

DISCUSSION	We will have to make a list and research potential sources which are interested in synthetic biology. Can look at examples from last year. Where can we get free t-shirts? We should each draft a letter to apply for funding, we can look at examples. Head of computer since-send reminder. <b>All letters should go through Neil and Jen to make sure they are appropriate and that we can appeal to that source.</b>	
CONCLUSIONS	A wiki page need to be created and everyone should start looking for possible funding sources.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make a funding page on wiki	Chris Wall, Robert McKiernan	27/02/2013
Start looking for possible funding sources	Everyone	TBC

## REGISTRATION

<b>DISCUSSION</b>	Cannot apply yet but should open soon. Need to set up team as soon as it opens.	
<b>CONCLUSIONS</b>	Keep an eye on the iGEM web page to see when registration opens.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Check iGEM web page regularly in order to see when registration opens	Everyone	Until Done
Register as a team	Everyone	TBC

## WIKI

<b>DISCUSSION</b>	We should start uploading all files on the internal wiki page that Chris and Rob have set up for us. Should be used to upload ideas, discuss funding opportunities and upload our CV and skillset. Everything we write on the wiki page should preferably be saved first as we might be logged off the page or other problems. Pay attention to what file type you are uploading, might not be supported.	
<b>CONCLUSIONS</b>	Should create a page on the wiki for funding, ideas and CV. Everyone should start using it.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Add/ change file formats accepted by the internal wiki	Chris Wall, Jen Hallinan, Neil Wipat, Robert McKiernan	Until Done
Apart from adding a funding and CV page(mentioned above), should also create one for our ideas	Chris Wall, Robert McKiernan	27/02/2013

## THE PROJECT

<b>DISCUSSION</b>	Themes: B subtilis, E coli, yeast, bacterium communication (lots of enterprise at Newcastle). Ideas so far: sense moisture levels, terraforming, wood protection, carcinogen for research, nanowires. Inspiration for ideas can come from thinking about world problem: hunger, poverty, drugs, obesity, pollution, clean water, drug resistance, energy production, anti-terrorism, security, information storage. Keep in mind what categories we can get a shiny trophy for: food/ energy, environment, health/medicine, manufacturing, new applied area, foundation advance, information procession.	
<b>CONCLUSIONS</b>	Need to start making a list and narrowing down our ideas.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Put your initial ideas on the idea wiki page	Alina Tamciuc, Geoff Pettitt, Isabelle McLaren, James King, Justas Miknys, Matthew Law, Owen Gilfellon, Vincent Leonardo, Vivian Wong, Yana Demyanenko	27/02/2013

## Next Meeting

Location : CBCB 2<sup>nd</sup> floor meeting room  
 Date and Time :27/02/2013  
 Minute Taker :Isabelle McLaren  
 Chair of Meeting :Geoff Pettitt