

Meeting Title

MINUTES

[MEETING DATE]
15/5/13

[MEETING TIME]
17:00

[MEETING LOCATION]CBCB LARGE
MEETING ROOM

CHAIR OF MEETING	Rob McKiernan
MINUTE TAKER	Chris Wall
ATTENDEES	Everyone but Owen, Alina, Matt

Agenda topics

[TIME ALLOTTED] [AGENDA TOPIC] REGISTRATION, WIKI,
ABSTRACT

ABSTRACT		
DISCUSSION	Registration with iGEM	
Wiki - Should this be written early (other teams can copy) or later (miss out on early time stamp on your work)?		
More advisors need to be added to the iGEM registration.		
Need to write an 'abstract' of the project.		
CONCLUSIONS		

[TIME ALLOTTED] [AGENDA TOPIC] FUNDING

DISCUSSION	More work with companies for funding, Vincent has confirmed some more funding...~£21K currently, more deans of research, teaching to speak to for further funding.	
CONCLUSIONS	SGM funding – Alina may be useful to help write ‘teaching methods’ proposal for this funding, part of her dissertation.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send round funding brochure.	Vincent, James	ASAP
Look into further companies, national level perhaps.	Vincent, James	
Put spreadsheets up so they are available to the group...maybe a totalizer of funding.	Vincent	

[TIME ALLOTTED] [AGENDA TOPIC] PROJECT & APPLICATIONS OF
L-FORMS

DISCUSSION	Read papers, go to L-forms lecture
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Change the wiki page 'L-form applications' to include the core of the project as well (with Rob, Owen, Chris).

Create pages for individual sub-groups. Also write a small paragraph about what each group is doing as an 'abstract' for wiki page. `also include 'aim' with sub-aims/objectives that are ranked, possibly also a resources section. ASAP

Groups were re-assigned to fit objectives that were discussed.

Owen – stand-in team leader during exam period.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Go to Ling's L-forms lecture	Everyone	Friday
Create new pages for sub-groups	Justas	ASAP
Read up on L-form papers	Everyone	-
Add one name idea to the name idea page.	Everyone	Wednesday

[TIME ALLOTTED]

[AGENDA TOPIC]

DISCUSSION	22 nd May, 29 th May, 5 th June meeting cancelled	
Vincent – contacting UCL about meet-up.		
Tasks that need to be done: UCL meeting (Matt, Vincent & James); T-shirts (Matt, Vincent & James); Poster (Vivian, Geoff & Justas); Travel to regional competition (Vivian, Geoff & Justas); logo (Graphics important)(Izzy, Alina & Yana); name (everyone); Wiki (Graphics important); Ethical considerations (Izzy, Alina & Yana); Talks (James, Vincent & Matt); Accessories – marketing, pens, etc... (...). These tasks need to be assigned to teams.		
Sub-project: Architectural aspects (cross-over between architectural design and synthetic biology design)...; Software development; hypothesise the decreased impact of modeling in iGEM in recent years.		
CONCLUSIONS		

[TIME ALLOTTED]

[AGENDA TOPIC]DATES & TASKS

DISCUSSION	AOB:		
	<ul style="list-style-type: none">- Photography of work that is done, meetings, etc...- Tackling the problem of BioBrick to switch WT <i>B. subtilis</i> to L-form.<ul style="list-style-type: none">o Two genes need to be mutated <i>IspA</i> (sits in operon with SEB; neither genes are essential, both involved in cell wall biosynthesis; down-regulation of expression below a threshold of <i>IspA</i> expression leads to switch to L-form state – mutation in RBS in this operon prevented expression of this protein) could PCR Romain's mutant that already does this, or could put <i>IspA</i> under control of inducible promoter; and any of the lipid II pathway genes (i.e. <i>MurE</i>/<i>MurA</i>/etc...).		
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Photos need to be taken of the 'iGEM process'		Vincent and other willing photographers	Ongoing

Next Meeting

Location : CBCB large meeting room
 Date and Time : 17:00
 Minute Taker : James
 Chair of Meeting : Chair