

iGEM Meeting

MINUTES

SEPTEMBER 5TH 2013

3:30-5:00PM

CBCB 2ND
FLOOR
MEETING
ROOM

CHAIR OF MEETING	Vincent
MINUTE TAKER	Alina
ATTENDEES	Vincent, Alina, James, Vivian, Isabelle, Neil, Owen, Paolo
APOLOGIES	Geoff, Yana, Justas, Matthew, Chris, Rob

Agenda topics

[Time allotted]

PREVIOUS MEETING MINUTES

DISCUSSION	Some action points were carried forward.	
CONCLUSIONS		
ACTION ITEMS		PERSON RESPONSIBLE
Book practice talk for Sept 27 th and ask the person in charge to note down that we want to talk about our project		Vincent
Everyone to give full name to Vincent for Insurance		Who has not done so already

[Time allotted]

PROJECT

DISCUSSION	27 th is a good date to have our talk, but we need to arrange a day for pre practice talk we have also got a slot on the in the writing club on the 26 th to go over some wiki text. It will be on the 26 th of September at 9.30. freebies idea of having balloons with our logo on	
CONCLUSIONS		
ACTION ITEMS		PERSON RESPONSIBLE
Make deadline for when our presentation has to be ready by		Vincent
Arrange a pre practice talk before the 27th		Presentation Team
Send the instructors the presentation before the pre practice talk		Presentation Team
Make achievements page even briefer and write an introductory paragraph		
Go over the wiki to check for spelling mistakes and to italicize required words.		Everyone

Change Title font so we can italicize some of the titles required	Mathew
Put lane numbers on Gels	Vincent
Label pictures again with detailed legends	Vivian
Put shape shifting design on the wiki	James
Put screen shots of your modeling on the wiki	Yana
Ask Sunny to help extract the time lapse files from the microscope computer	Vincent
Think of a Slogan for our project	Everyone
See if we can print our logo on balloons	Anyone
Accept Martyn as adviser	Neil
Take pictures of advisers	Vincent

Next Meeting

Location : CBCB 2nd Floor Meeting Room
 Date and Time : September 11th, 2013
 Minute Taker : Alina
 Chair of Meeting : James