

# iGEM Meeting

## MINUTES

AUGUST 14<sup>TH</sup> 2013

3:00-4:00PM

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

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

### Agenda topics

[**TIME ALLOTTED**]

PREVIOUS MEETING MINUTES

<b>DISCUSSION</b>	Some action points were carried forward.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Arrange practice talk for welcome week- organize feedback session to use this opportunity as outreach	Vincent		
Everyone to give full name to Vincent for Insurance	Everyone	ASAP	
Vincent to send compiled names to Jill	Vincent		
Keep improving java L-form simulation	Justas		
Write up research regarding laws of GM product to the wiki	James		
Make something visual that models the recombination on genomic level	Matt		

[**TIME ALLOTTED**]

TEAM UPDATES

<b>DISCUSSION</b>	We had a vote to decide who will present the work, the poster and a discussion about poster. More funding opportunities have become available.		
<b>CONCLUSIONS</b>	James, Matt, Izzy and Vincent will give the 20 minute presentation. Geoff, Chris, Rob and Alina will be beside the poster to answer questions. Presentation will be based on microfluidics design to begin with and then it will move on to other layout when talking about plants and outreach.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Link each achievement to its explanatory wiki page	Justas		
Have a talk with everyone and create internal deadlines	Vincent	ASAP	
Poster team	Izzy, Vivian and Alina		
Bring sample for freebies	Alina		
Collect t-shirts size	Izzy		
Contact company about t-shirts to see how long we have left before we need to make a order	Vincent		
Update deadline page on our wiki	Yana		

Arrange to go to Edinburgh for visa application	Yana and Vincent	
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### Next Meeting

Location : CBCB 2<sup>nd</sup> Floor Meeting Room  
 Date and Time : August 28<sup>th</sup>, 2013  
 Minute Taker : Izzy  
 Chair of Meeting : Geoff