

# 4<sup>th</sup> iGEM Meeting

## MINUTES

06/03/2013

17.00-18.00

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

<b>CHAIR OF MEETING</b>	James King
<b>MINUTE TAKER</b>	Justas Miknys
<b>ATTENDEES</b>	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

#### CV/SKILLSET

<b>DISCUSSION</b>	Everybody's CV should be already sent to Vincent; Team found it useful instead having skillset table;		
<b>CONCLUSIONS</b>	We need to make sure that everybody's skills in skillset table are correct.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

#### FUNDING

<b>DISCUSSION</b>	Jen and Neil suggested that we should be applying for studentships.; Identifying funding opportunities early is very important.		
<b>CONCLUSIONS</b>	Everybody should be identifying any possible funding opportunities.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Jen and Neil to apply for studentships	Jen and Neil	Until Done	
Jen and Neil to find out about requirements for genetics society	Jen and Neil	Until Done	
James to enquire careers service about any possible funding opportunities.	James King	13/03/13	
Jen to investigate science department about any possible funding	Jen Hallinan	13/03/13	

## 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	Until Done

## WIKI

<b>DISCUSSION</b>	Wiki is not running so it wasn't possible to upload CV's. We have also generated skillset table for each member and should upload it to Wiki so that people can edit it.	
<b>CONCLUSIONS</b>	Upload CV's to wiki when it starts to work. Check skillset table to see if there are any inaccuracies.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Rob and Chris to send their skillset's	Robert McKiernan, Chris Wall	13/03/13
Jen to contact ex-iGEM team members.	Jen Hallinan	13/03/13
Rob and Chris to upload their lecture notes to Wiki	Robert McKiernan, Chris Wall	13/03/13
Neil to add list of previous sponsors to Wiki	Anil Wipat	13/03/13
Vincent to remind Neil to post the list on Wiki	Vincent Leonardo	13/03/13

## THE PROJECT

<b>DISCUSSION</b>	Ways of improving project planning, meeting deadlines; Possibility about making freebies(fluffy toys); We also discussed about possibility of taking part in upcoming Dragon's Den; Jen suggested making another agenda topic Social Events, where we could discuss about fun activities that we could do as a team; In addition we discussed about another agenda item Skill Training, where we would discuss about possible basic tutorials in biology, modeling, computer skills.	
<b>CONCLUSIONS</b>	Create calendar and stick to it(Advice from iGEM 2008 team); All the ideas should be narrowed down to one idea per person; When idea is picked we should let others known so we could avoid redundancy; People who are staying over Easter should still continue meeting.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Jen suggested playing video from previous iGEM teams on a monthly basis.	Everybody	TBC
Alina to send link about Dragon's Den	Alina Tamciuc	13/03/13
Everybody to cooperate and help to improve their knowledge in different areas.	Everybody	TBC
Email previous iGEM members who are still in Newcastle	Everybody	TBC

## Next Meeting

Location : CBCB 2<sup>nd</sup> floor meeting room  
 Date and Time :13/03/2013  
 Minute Taker :Owen Gilfellow  
 Chair of Meeting :Matthew Law