

## Meeting minues – 24/7/13

**Apologies :** - Neil, Jem, Phil, Sarah.

**Action points:** -

- Need pictures of more supervisors (**Vincent**).
- Blurb on the front page of the Wiki may be too long (off-putting for readers). Make this shorter and more succinct (**Geoff**).
- Calendar entries on the Wiki need to be more detailed (**Everyone**).
- The calendar entry for the YSB conference must be more detailed (**Matt**).
- Make calendar entries link to relevant pages elsewhere on the Wiki (**Matt**).
- “Keep waiting for the response” from the ethics people regarding preparation for ethics meeting (**Vivian**).
- Create ethics questionnaire (**Vincent**).
- Send internal rotas and deadlines around (**Vincent**).
- Update protocols on Wiki (**Geoff, Vivian, Justas**).
  - Link the calendar to these protocols.
- Detailed instructions on L-form switching BioBrick need to be put on the Wiki (when complete) (**Vincent, Chris, Rob**).
- Annotate BioBrick design to ICE (**Vincent, James, Chris, Rob**).
- Alter L-form protocol to make more simple to follow (**Vincent**).
- Re-send any important emails to Neil until he responds (**Everyone**).
- Continue work on poster and illustrations (**Alina**).
- Continue correspondence with Janetta regarding t-shirt funding (**Izzy**).
- Read-up on GMOs in Europe/USA (**James**).
- Read through Justas SGM tutorial (this has been emailed to everyone) and give feedback (**Everyone**).
  - Email this tutorial directly to Jem for any help (**Justas**).
- See Neil on Friday about travel arrangements required for Visas (**Vincent, Yana**).
- Check passports are in (**Everyone – THIS IS IMPORTANT**).
- Change ‘University of Central London’ to ‘University College London’ on Wiki – in general, check the Wiki for errors (**Matt**).
- Put picture on YSB page on Wiki, as well as upload the poster and presentation recording (**Matt**).
- Email Sunny to postpone microfluidics due to L-form contamination (**Matt**).
- Order more cabbage seeds (**Vivian**).
- Email Leeds about a microfluidics collaboration (**Izzy and Vincent**).
- Made alterations to the script and send this round the group (**Yana**).
- Chase people up about Wiki updates (**Matt**).

Next week’s chair and minute-taker are **Izzy and James**.