

3rd iGEM Meeting

MINUTES

27/02/2013

17.00-18.00

CBCB 2ND FLOOR MEETING ROOM

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| CHAIR OF MEETING | Geoff Pettitt |
| MINUTE TAKER | Izzy McLaren |
| ATTENDEES | Alina Tamciuc, Chris Wall, Geoff Pettitt, Isabelle McLaren, James King, Jen Hallinan, Justas Miknys, Matthew Law, Neil Wipat, Owen Gilfellow, Robert McKiernan, Vincent Leonardo, Vivian Wong, Yana Demyanenko |

Agenda topics

1. Apologies
2. CV/ Skillset
3. Funding
4. Registration
5. Wiki
6. Requirements
7. The project- what is it?
8. AOB

CV/ SKILLSET

| DISCUSSION | People were struggling to upload their CVs to the wiki due to the types of file that could be uploaded. | |
|---|--|-----------------|
| CONCLUSIONS | Everyone share their CVs via the group email and an individual that knows how, should upload these CVs onto the specific page on the wiki. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Send your CV to the group email, igem2013@ncl.ac.uk | Alina Tamciuc, Chris Wall, Geoff Pettitt, Isabelle McLaren, James King, Justas Miknys, Matthew Law, Owen Gilfellow, Robert McKiernan, Vivian Wong, Yana Demyanenko | 06/03/2013 |
| Upload the groups CVs to the wiki | Vincent Leonardo | 06/03/2013 |

FUNDING

| DISCUSSION | Some possible funding options have been highlighted (Yana) | |
|---|---|-----------------|
| CONCLUSIONS | It needs to be made clear when the deadlines for each option are so that they can be thought about well in advance. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Make a time line of the funding deadlines | Justas Miknys | 06/03/2013 |
| Looking for more possible funding sources | Everyone | TBC |
| Keep the current funding list updated | Yana Demyanenko | TBC |
| Look at companies that have been sponsors in previous years | Matt Law | 06/03/2013 |
| Draft a basic letter for sponsors | James King | 06/03/2013 |
| Talk to Martin | Jen Hallinan, Neil Wipat | 06/03/2013 |

REGISTRATION

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|---|---|-----------------|
| DISCUSSION | Cannot apply yet but should open soon. Need to set up team as soon as it opens. | |
| CONCLUSIONS | Keep an eye on the iGEM web page to see when registration opens. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Check iGEM web page regularly in order to see when registration opens | Everyone | Until Done |
| Register as a team | Everyone | TBC |

WIKI

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|---|--|-----------------|
| DISCUSSION | People can access the wiki but are having trouble uploading files to it (e.g. their CVs and ideas) and not finding the user's guide helpful. | |
| CONCLUSIONS | It needs to be explained to people how the wiki works and how to use it so everyone can upload files. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Give a brief tutorial of how files are uploaded to the wiki | Chris Wall, Robert McKiernan | 06/03/2013 |

THE PROJECT

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|--|--|-----------------|
| DISCUSSION | Some more ideas discussed; Breaking down human waste using novel proteins, destroying pesticides to maintain hedges, bacteria to break down the allergen to overcome dust mites, bacteria that build houses from sand (glue activated by light). | |
| CONCLUSIONS | A final list of ideas ready to review next week | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Get down all your ideas on the wiki | Everyone | 06/03/2013 |
| Put any ideas previously discussed in the 2 nd and 3 rd meeting on the wiki | Geoff Pettitt | 06/03/2013 |
| Look at ideas from previous teams for ones we could expand/build on (enough to be seen as new to the judges) | Everyone | 06/03/2013 |

Next Meeting

Location : CBCB 2nd floor meeting room
 Date and Time : 06/03/2013
 Minute Taker : Justas Miknys
 Chair of Meeting : James King