

iGEM Meeting

MINUTES

AUGUST 28TH 2013

3:00-4:00PM

CBCB 2ND FLOOR MEETING ROOM

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

Agenda topics

[**TIME ALLOTTED**]

PREVIOUS MEETING MINUTES

DISCUSSION	Some action points were carried forward.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Book practice talk for Sept 27 th	Vincent	ASAP	
Everyone to give full name to Vincent for Insurance	Matt, James, Justas, Yana, Geoff	ASAP	
Vincent to send compiled names to Jill	Vincent		
Change java L-form simulation so it doesn't fuse everytime, has a smaller box and is debugged	Justas		
Email and upload law information	James	ASAP	
Make something visual that models the recombination on genomic level	Matt		
Link achievements to the explanation and summarize the achievements and add headings	Justas and Geoff		
Continue with poster content and design	Izzy, Vivian, Alina		
Collect T-shirt sizes	Izzy		
Update deadlines on wiki	Izzy/Vivian		

[**TIME ALLOTTED**]

TEAM UPDATES

DISCUSSION			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Submission of GFP/RFP and add information about the biobrick characterization	Geoff and Vincent		
Send PEALS and training week pictures to Vivian and Izzy	Alina	ASAP	
Move lab data, pictures and results onto the wiki	Vincent		
Continue with modeling video	James	Aug 30 th	

Email Sunny about microfluidics (CC Neil)	Alina	ASAP
Gather biobrick characterization details to send to Wendy to go to the US	Vincent	
Update calendar with lab information, design and workshop	Vivian, Izzy, Vincent and Alina	
Make a checklist for internal deadlines for the wiki	Vincent	
Make genome shuffling and HBsu-(x)FP biobrick page more detailed	James	
Send all plant pictures to Alina/Vincent	Geoff	
Ask Neil if he wants to join Wednesday's conference with Edinburgh	Alina	
Email Edinburgh about Wednesday and book a room	Vincent	
Get groinigen plasmid information from Wendy	Vincent	
Ask Matthew about the game progress	Alina	
Keep an eye on Edinburgh acknowledging us on their wiki	Geoff	
Refer to the third gold point when doing ethics and architecture	Alina	
Talk to Martyn about uploading architecture presentation	Alina	
Check with Neil if CBCB logo should be on the T-shirt	Vincent	
Order T-shirts	Vincent	ASAP

Next Meeting

Location : CBCB 2nd Floor Meeting Room
 Date and Time : September 4th, 2013
 Minute Taker : Vivian
 Chair of Meeting : James