

Meeting Title

MINUTES

10/04/13

17:00

CBCB SMALL MEETING ROOM

CHAIR OF MEETING	Rob
MINUTE TAKER	Chris
ATTENDEES	Neil, Paulo, Owen, Rob, Chris, Alina, James

Agenda topics

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

REGISTRATION

DISCUSSION	Registration on the iGEM website.	
CONCLUSIONS	All team members need to be registered with a user account with iGEM. Neil sent an email with instructions on how to do this attached. Members can join the team once this has also been registered, but everyone must register as a user initially (this is a priority).	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Everyone must register.	Everyone.	12/04/13
Register team.	Supervisors.	-
Email the mailing list once you have registered as a user with iGEM.	Everyone.	12/04/13
Email everyone to make sure they inform the team (via mailing list) when they have registered with iGEM.	Alina.	12/04/13.

FUNDING

DISCUSSION	SFAM funding of urgent importance.	
Require letter for funding opportunities within the university.		
May be worth contacting companies on the list of companies for the synthetic Biology Launch.		
Funding through SGM may be possible with iGEM used as a 'teaching opportunity'.		
CONCLUSIONS	Yana is probably the most suitable student for SFAM funding.	
James has already written a template letter for applying for funding.		
Contacting the people who run Science week may still be worthwhile to see if they have interest in our iGEM team.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email CV and current grades to Neil for SFAM funding.	Yana.	URGENT.
Apply for SFAM funding.	Neil.	12/04/13
Send letter template letter for funding to Neil/put up on Wiki.	James.	Until done.

Look into funding from SGM with iGEM project used as a 'practical teaching aim' on their website.	Yana.	17/04/13
Email SGM application to the mailing list.	Jem.	-
Send list of companies for the synthetic biology launch to James/ mailing list.	Neil	-
Contact those running Science Week.	Jen.	-

WIKI

DISCUSSION	Actual iGEM wiki will be up and running once the team is registered.	
Past minutes aren't yet up on the wiki, these should be put up here every week as well as being sent to the mailing list.		
May be worth people letting the rest of the team know they have seen minutes by writing their names by the minutes on the wiki.		
Relevant lectures to be put up on the wiki that may help some members of the team.		
CONCLUSIONS	Chris will try and find all of the past minutes and put them up on the Wiki.	
Rob and Chris will put some lectures up on the wiki that may be relevant to help members of the team.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Put minutes up on wiki.	Chris.	17/04/13.
Email team about writing names by the minutes on the wiki to let everyone know they have been read.	Chris.	17/04/13.
Put lectures up on wiki.	Rob and Chris.	17/04/13.

THE PROJECT

DISCUSSION	A number of ideas that may be worth looking into more detail/haven't yet been considered: -	
Rare metal recovery for harvesting for electronics.		
Looking into L-form <i>B. subtilis</i> – could be applied to numerous different 'long-term target' projects, e.g. integrated into plant roots, as use for a chassis in synthetic biology.		
Other ideas were also mentioned – rare, 'unnatural' folds in proteins; 3D-printing by bacteria.		
CONCLUSIONS	Use of L-forms within the project may be a nice idea – at worst this serves as a very suitable fall-back as the project.	
What our project idea is needs to be narrowed down and decided upon soon – people need to provide more information and detail on projects that they are interested in.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add more information to the 'ideas' wiki page relevant to project ideas of interest.	Everyone	17/04/13.
Email people urging them to provide more information/detail on project ideas.	James	17/04/13.

OTHR BUSINESS – TEAM MOTIVATION AND ORGANISATION

DISCUSSION	Lack of motivation and organization within the team. May be worthwhile having a team leader (could be a position that rotates through the team) to organize and make sure everyone is on track with the project. James has been agreed upon (by those present at the meeting) to do this job to begin with. Yana will act as deputy team leader and Rob and Chris will act as advisory deputy team leaders.
	Neil will hand over admin rights over the mailing list to Owen. Supervisors need to be added to the mailing list (Jem is not currently on the mailing list).
	Doodle poll for meeting previous iGEMers is still going, needs to be completed by everyone.
	When people have finished exams needs to be established.

CONCLUSIONS Doodle poll for meeting previous iGEMers is still going, needs to be completed by everyone.		
Yana will find out when everyone has finished exams.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Neil to hand over admin. of mailing list to Owen.	Neil	17/04/13.
Add supervisors to mailing list.	Owen	17/04/13.
Email team about the doodle-poll regarding meeting previous iGEMers.	Yana	17/04/13.
Find out when people finish exams.	Yana.	17/04/13.
Set up google-calendar.	Yana.	17/04/13.

Next Meeting

Location : CBCB Large meeting room
 Date and Time : 17/04/13
 Minute Taker : Geoff
 Chair of Meeting : Chris