

## **April 3, 2008 NINT iGEM Meeting Minutes**

**Chairs: Wayne, then Shannon**

**Minutes: Emera**

### **Meeting Start 6:33pm MST**

Wayne asks who has and/or wants lab training and experience. This will probably be on a weekend in May over two full days.

Wayne plans on stepping back and letting students take over as of today. Shannon volunteers to chair the remainder of this meeting.

### **Organization**

- Chair

The role of the chair is to set the agenda, as well as to lead the meeting and keep things going - do we want a rotating chair or a permanent chair?

We will rotate chairs and minutes people. The chair of the next meeting must write minutes for the current one.

\*\* To compensate for not having a meeting during finals, there will be a meeting next Thursday, April 10, 2008, at 6:30pm.

- Fundraising

We need to fundraise for this project to work. As the new team, budget-wise, we are starting from scratch.

Last year, the UoA iGEM team fundraising consisted of:

- o Mass emails to businesses and university departments
- o A lot of the money came from the biology department, with little from businesses
- o Sometimes acquired useful supplies rather than monetary aid
- o Not all companies emailed were from Edmonton

Suggestions for this year's improvement:

- o Letters more personal and presentable portfolios either dropped off or mailed to businesses
- o Time limit to consider we don't have a very long time to do this

- o Contact business associations for help
- o We should register as a student group at the UoA

Wayne will send out last year's letter.

We will choose on a fundraising plan later when we are more organized.

\*\*We should make a quick, catchy phrase that sums us up for marketing purposes.

- Website

Shannon has a Facebook group underway. Are we making it open or private?

Everyone should go take a look at last year's website to get a feel of what we're looking for.

Email Wayne to look at lab website creation advice.

- Team Name and T-shirts

Think about a team name and team logo.

Who has some photoshop experience? Who is creative?

- Registration

Wayne will take care of registration. Thanks, Wayne.

- Presentation and Poster

Oral skills are always a plus. Presentation and poster are a big component of the competition - it's not just the research you accomplish but how you sell it!

\*\*By the way: Jamboree dates have been set for November 8 and 9, so keep that weekend free in your calendars.

### **For next week**

Everybody think about how they hope to contribute to the team. Consider skills, interests, and the jobs that need to be done. We will do a whiteboard exercise at the next meeting.

Should we put the results of this exercise on a Google spreadsheet? Let's keep it simple: we already use email and facebook, and the wiki page will soon be up.

### **Roundtable**

Question: What is the UoA team doing? In all likelihood they are continuing their butanol project this year.

There will be a Science whiteboard exercise next week. If you have free time, read the papers Wayne sent over email in particular the latest one in the 2<sup>nd</sup> email is of interest to our project.

Wayne begins his science talk. If anybody wishes to see notes on this, view attached document.

**Meeting End 7:59pm MST**

**Next meeting: April 10, 2008 6:30pm**