

## Logi-col[i] June 23<sup>rd</sup> Meeting

Meeting was held outside due to fair weather, and no keys to regular meeting room

Attending: Emera (chairing), Shannon, Zach, Jeremiah, Remko, James

Note: because this meeting was outside, and I'd been listening to loud music all day, parts of these minutes may be a bit on the wrong side because of misheard/unheard bits

**Admin-** Remko apparently still needs to turn in his travel form. He wrote it down at Emera's insistence, so watch for that.

-Jason and Yang not registered for the team on the iGEM website yet. They're not present to see what's up with that. Hopefully between emailing/just waiting longer, they will eventually get signed up.

-Everyone has removed this Chris character from your copy of the mailing list? Please remember to do this, lest we incur his wrath. Or send out emails he immediately deletes. Whichever.

-Student Union group registration: our hopes have been dashed. The sign up page was not up as Zach had been led to believe. Jeremiah has emailed what looked like the person in charge.

**Lab Work-** Shannon reports that things have been going fairly well. There was a bunch of words like LacZ, 2002, and 2008 thrown around at this point. I didn't really catch most of it. The gist of it was that things were back on track, and Shannon seemed confident that within the next few weeks things would be ready to be put into plasmids and tested.

-Lab access: Nick wasn't around to report on that. Shannon thought that it might be quasi-plan to have this lab access set up for the week after next.

**Wiki:-** missing minutes? Jeremiah had some of the missing minutes kicking around his desk, so he'll endeavour to get those up sometime. It is currently believed that there are no minutes from the very first meeting.

-Shannon and Jessica are handling the lab protocols section. Much work has been put into this section so far. The hopes are to develop and post protocols that are more customized to this specific project rather than the basic ones that have been posted thus far.

-Edmonton section: No one has really touched this section. The general consensus was that a picture of some sort was needed. Nick's name was mentioned. Shannon mentions that other teams have nice photographs with snazzy photomanipulations. She seems jealous.

-Team Section: Member photos... Not too many folks have got their pictures up. It might be an idea to get on that sooner rather than later, as Shannon is threatening to take the pictures and post them. Also, not too many people have done their little personal page blurb. That's right, we've opted to call it a blurb. Anyways, keep in mind that this can be edited, so at your leisure, put up something, and you can change it later if you feel the need.

-Notebook: Scope of the notebook needs to be defined. Ideas that were tossed around included one notebook for lab stuff, and one for other stuff, increased use of the message center thing.

Shannon outfitted the current notebook pages with notebook/previous entry links. Woot! She wishes to ensure that people starting new notebook pages remember to include these types of links

-Other wiki stuff: Hazim might want to hide somewheres, Emera's coming for you Gmail style! Fancy external styling things (CSS sheets?) were also talked about.

-Logo?: Not too much has been done with this yet. We still have the Logi-col[i] one though.

**Programming:** Remko tried to obtain Visual Studio! Denied as the guy he was supposed to be getting it from was not findable. James has been without Windows for a while now, so has been playing with stuff on linux.

**Fundraising:** The proposal is done.

It is to be changed as necessary, people presenting it are responsible for that. Assignments for the presenting it to different departments were doled out. Presenting it is to be done as soon as possible.

Printing the letters: Maybe email Wayne?

Wayne might be writing a bit about departmental spillover? Zach to write him an email.

Apparently one of the pictures is captioned wrong in the proposal. This is to be corrected before it will be presented.

Emera's Fundraising Talk:

Mostly common sense. Nerves may be a problem.

Remember to add the appropriate information to the letter. Remember to remove all the red boxes.

Tweak things as necessary.

Check the provided contact information for accuracy before doing anything radical.

Drop off the proposal. Might have to set up a meeting via secretary to talk about the proposal.

Off campus folk might want to do via email and phone.

If the chair is gone, there is such a thing as an assistant chair. Neat!

When meeting with them, be appreciative of the time they're taking to talk to you. Be

assertive, but not whiney. Be prepared to sell the project. Look for and try to anticipate questions. Remember to highlight department relevance. Try to feel out if they've read the letter beforehand. Try to be charismatic, professional, relaxed, confident, professional, and do your best to look sharp. Yes, all at the same time.

Don't waste their time. Do remember to mention your contact information, and that you'll be available to talk with them again if they so desire.

Inform your cohorts at the next meeting (July 7<sup>th</sup>). Have it done before the meeting or who knows what 'they' might do to you.

Those not present that have been assigned to a department will be emailed.

**Ideas for Team Get-Together:** Bar? Beer? Pizza Party, not in CompSci? Glycerin Slip & Slide? Croquet? Kite Building and Flying? Here Zach launched into an extensive explanation on the construction of box kites. Maybe a non-science barbaque thing?

**Roundtable:** Theme Song? Not Yet!

Masks were talked about, for snazzy additions to the capes, for sort of a Zoro look/Hide our identities. Its hard to tell when some people are joking.

That's about it. Next meeting is on July the 7<sup>th</sup>.