June 16, 2008 - NINT iGEM Meeting Minutes

Chair: Shannon

Minutes: Emera

Room: CSC 2-49
Present: Wayne, Shannon, James, Remko, Jeremiah, Nick, Emera, Zach

Meeting Start 5:45pm MST

Shannon reminds everybody that meetings have been set to Mondays 5:30pm in CSC 2-49 until further notice.

Upon group consensus, there will be no meeting June 30.

Zach's work schedule is changing and he motioned to change the meeting time to later. Shannon and Nick prefer the earlier meeting time. 2 against 1 – no other strong comments at the table – motion not passed. Solutions: Minutes will be distributed sooner and then Zach can go to NINT to discuss anything with Shannon and Wayne.

Administrative Affairs

- Wayne still needs to get everybody's travel forms. If you want to travel with the team – hand them in asap!

- Online registration:

  The following people have still not registered themselves to the team: Jason and Yang

- Reminder to everyone: Chris Neufeldt is no longer on the team so please remove him from your contact list.

- We will need access to G308 in July --> Nick will talk to James about ONEcard access

- Ideas for a get-togethers with iGEM teams:

  o Alberta Ingenuity is hosting AGEM ("Alberta-GEM") for the 5 Albertan teams in Kananaskis on September 14-16, 2008 (Sunday-Tuesday) in preparation of the actual competition. Comments:

    Shannon: This is during school time. How many people will come?
    Wayne: They couldn't book a venue sooner.

Nick: Why Kananaskis? We could go somewhere less nice during the summer when people are free.
Wayne: They wanted someplace where we wouldn't be distracted so we could focus on the 5 teams.

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- o What does everybody think of a social event with just the UoA team? --> Nick will talk to Jason.

- o Wayne's Idea Day: Does Saturday July 26 appeal to people? If not, we can push it back to August. What we need are people willing to step forward for this to work. If you have an idea, then do some quick research and give a 10/15 min. talk on how it could be a project for next year's team.

Group Registration

The SU group registration site is UP! As of last week, groups have been able to register and the UoA team has already done so.

Jeremiah will register our team as a student group.

Lab Work

- NINT lab update: "Nothing worked last week." Wayne, Shannon and Jessica are still working on getting the new version of lacZ. If all goes well, lacZ should be ready for testing by the 1st week of July.

- We should put a general timeline onto our wiki. Can we use flash programming for this? --> No one at the meeting has used flash programming since high school. Does anyone else on the team know how to use flash?

- We should put lab protocols onto our wiki as well. Which ones? Shannon and Jessica will come up with "Biology for dummies" protocols tailored for our specific project.

Fundraising

- The letter

The final draft of the letter was circulated at the meeting. General consensus was that it was great. There was one paragraph in question regarding how specific we should sound when describing our project. All those to wish to change this paragraph must write their own version and submit to Zach (email to: wiltshire.zach@gmail.com) by Friday. After Friday, the letter will be finalized.

- Corporate fundraising will be handled by the fundraising subcommittee. However, the whole team must be involved with departmental fundraising to take advantage of our diverse fields. Team members will be designated departments based on what field they are in.

- General plan of action for visiting departments: Drop by and drop off the proposal. Try to set up a meeting with the departmental chair for a few days later. Come back for the meeting to talk and sell the project.

Programming

- Wayne and Nick have talked to Michael Woodside --> no good

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- James's update on visual studios

James has tried the 2008 version: not so good. It crashes a lot with the RNA structure program. He needs an older version. Remko has tried the 2003 version and it's not good either. Nick will get James the 2007 version.

Wiki

- Changes to the format --> We are cornering Hazim and volun-ordering him for this.

- Individual photos should be uploaded or else Shannon will attack you one day at a meeting with a camera and that will be your iGEM wiki photo. How:

    o Scroll to bottom of team page.
    o Click "upload file."
    o In the box titled "destination file name," type the name above your full name on the team page (generally the 1st letter of your first name followed by the first four letters of your last name) --> and don't forget to precede all uploaded picture names with "NINT_" or something to that effect! Also, don't forget the ".jpg"!
    o Click "browse" to find your photo from your computer.
    o Click "upload file."
    o This should replace the empty space above your name with your lovely face. Yay!

- Shannon has started a section about Edmonton. Feel free to add on to this!

- Notebook section: should we include meetings in this part? To be discussed further later.

Roundtable – no comments

ACTION POINTS

1. If you still have not given Wayne your travel form – do it!
2. Jason and Yang – register yourselves onto the team online.
3. Remove Chris Neufeldt from your iGEM contact list.
4. Nick – talk to James about G308 access and to Jason about UoA teams get-together, and get James R. a copy of the 2007 version of Visual Studios.
5. Jeremiah – register our team as a student group.
6. Any changes to the fundraising proposal must be emailed to Zach by Friday.
7. Upload a photo of yourself to the wiki.

Meeting End 7:10pm MST

Next Meeting: Monday, June 23, 2008 5:30pm