

## iGEM Team Admin Meeting

Meeting date: 12/05/2010

Members present: Michelle Robinson (MR)  
Liam Wilson (LW)  
Lange Ntloko (LN)  
Greg Meyer (GM)

### Key decisions taken:

- Regarding team communication, the following was decided:
  - All team members are to check their emails once a day and if anything urgent has to be sent out or discussed, an sms is to be sent as well/instead
  - MR and Byron Jacobs (BJ) to work on getting a shared google calendar functional as a group tool
  - All members who don't have gmail accounts to get one
  - Please try and respond to all emails except those that really don't pertain to you or warrant a response so that we know everyone is getting everything – Even if it's just an "ok, thanks".
  - From now on we will be setting much more definitive deadlines against specific tasks
  - Team meetings will not always be during varsity time but also after hours and weekends
  - Most communication to be sent on the iGEM email address for additional transparency
- We need to split the 'additional' work – i.e. not the academic component – so that we are working efficiently. The following was proposed:
  - MR, GM and LW : The outreach/human advances project
  - MR, LN : Marketing and fundraising
  - GM, MR and BJ : Work with supplier to get wiki designed and implemented
  - Shaun has not been allocated anything – he can discuss with us and decide if he wants to get involved with any of the above
- All team meetings are to be 'minuted' in the format of this document, even if it is just a few bullet points on what was discussed at the meeting and what will happen next. This includes meetings had with supervisors etc. All team members will take turns to note minutes and circulate them so that no one ends up saddled with the task every single time
- Team spokespersons were proposed, **pending approval by absent team members** – GM and MR. LN agreed to help out if we are asked to communicate in other languages as he speaks several

### Next steps:

- Biologists need to finalise a few mechanisms following a meeting with Dr Musa Mhlanga at the CSIR and meet to discuss. Each biologist was allocated reading in preparation for a meeting on **Fri 14/05 at 10am**
- Once this has happened, a biology-modelling meeting needs to take place – Suggestion is **Monday 17/05** – SB and BJ to confirm? (Any time after 11am for GM and MR)
- The website design and outreach teams also need to meet - GM and MR will meet on **Tues 18/05** for website design and the outreach meeting will take place on **Sunday 16/05 at 18:30**