

Date: June 30 2010

TITLE : iGEM meeting team Debrecen

Fellow iGEM team, here is a summary of our last team meeting (30.6.10, 14:00):

1. The following member attended the meeting: Kata S. Kata N, Timi B, Shun CL. Endre K, Ophir K, Lilla O and Balint LB. The meeting took place from 14:00 to 15:00.

2. We discussed the following administrative issues (AKA agenda's):

- Feedback about working habits:
 - Notebooks- TDK student do not use their notebooks as often as they should. This causes a problem in information flow,
 - End of the day- Students should make it a habit to inform their team correspondent of their day's work and it's progression before leaving for the day.
 - Meetings- The meeting delegate (lior) and the schedule coordinator (ophir) will arrive at team meetings earlier (20 min) in aim of better meeting organization.
- Today's work to be done was discussed (see action items)
- Subteam's students will have to undertake individual responsibilities. This will promote each individual's work quality. This item will be expanded in the next end of week meeting. Eg. Timi from the cloning team will be responsible for electrophoresis

3. Action items:

- A. Change of working habits (end of day, notebook's and pre- meetings) as described above should be undertaken by **all of the TDK students**
- B. Today's wetlab work will be split into two teams:
 - I. The cloning team will make another electrophoresis to confirm the results of the maxi prep done on Monday (**Kata N. and Timi B.**) . An inoculation will be made from the biobrick transformation done yesterday (**Ophir K., Dorka and Lior M.**)

- II. The cell culturing team will do more plating, and a transfection with the plasmids isolated from the maxi prep done at the beginning of the week (**Lilla, Shun, Endre, Kata S.**)
- III. A schedule for the next week would be revealed on Friday morning on the gmail calendar, **everyone** should inspect it.
- IV.

Ophir Keret