

2013-6-21 Meeting Memo

Time: 2013-06-21 Friday

Location: Gui Huashan Building

Moderator: Tina Zhang

Recorder: Kaiyuan Ni

Tina Zhang:

1. Everyone should be on duty from 8:30, if you have to absent with leave please ask for permission firstly.
2. There's a work report on every Monday evening so everyone can organize your work in a week.
3. Now our team is fixed and please call forth all your energy. Those guys which will in third year next semester should make use of every seconds.
4. We should register online and if missing the deadline we can't get any award.
5. Guys who will give presentation should send report to Tina Zhang first before the report-day.
6. Kaiyuan Ni will do meeting journal and should participate in experiments after working on fundraising. Only Fan Wu don't have to do experiments. Bo Shi should be in charge of our financial management.
7. Application of funds for instructors and graduates must be done before July 1st.
8. Stella Guo should be in charge of lab journal. Xixi, Shengquan Zeng, Chun Tang and Zhaopeng Cheng should finish the construction.
9. Jin Dawei promised they will consider about our collaboration and sponsorship is almost done. But recently they go back on their words. So what we need to do is try again to connect with more enterprises.
10. About HP. Xin Wu said Fujian Chemical Society will hold a summer camp in Xiamen University. Last year we did a lab-open day and we can consider collaborate with them. I heard there will be more than 400 high school students taking part in this summer camp, so this is a good chance.
11. We also need to finish doodling in Furong Tunnel as soon as possible.
12. If anyone go back home, please remember laissez-passer to Hongkong & Macao and passport.

Work Report

A. Fan Wu: Human Practice.

a. Time schedule.

Finish a rough plot before June 24th.

Prepare for the whole outreach before July 20th.

We can also try to fundraise in charge of Xiyu Wu.

b. Plan:

1. Making a outline. Find out how many manpower and material resources we need and write a document. Sponsorship protocol should be done after we finish the budget.
2. Making sure site and comment of doodle . Appling to the Ministry of supervision for our doodle.

Xin Wu: 1. Remember if we want to collaborate with Fujian Chemical Society we must do this onaround July 10th. So first we need to complete explicit protocol sending to Fujian Chemical Society. 2. We can use boards made last year to display and hold a garden party. Xiyu Wu: Fundraiser.

B. We've prepared two kinds of plots. The domestic edition is for some small enterprise in Xiamen. We suppose the most important aspects they will pay attention to is whether they can make a profit from supporting us. So in this edition we focus on methods of publicities, including team uniforms, wiki, Renren, Twitter, Facebook, et al. And the budget shown to them will be one thousand yuan at most. We've gather enough information about these enterprises such as Jin Dawei. The international transnational corporations. We've analyzed corporations sponsoring iGEM teams in 2010,2011 and 2012. This edition emphasizes introduction of iGEM-XMU. We'll connect with enterprises in Xiamen via phone while mailing to transnational corporations. The budget shown to them will be ten thousand yuan

Tina Zhang: These day we should prepare for negotiating with Jin Dawei.

C. Yuzhe Li: Experiment Group

Summer schedule will be done soon. Then we can do experiments in turn according to this schedule.

We've ensured our circuits. At present we're still a little confused about Plux promoter and its ligation. And more details should be though over. And we might add higher chloromycetin before so from now on we can sure less chloromycetin is much better.

Conclusion:

Xin Wu: There're various of dues and reports waiting for us so we should cheer up ! As time goes by we should adjust ourselves to a competitive state. Clear what we've done this week and what we must finish next week. A good summary is really important to improve our efficiencies. We're supported by Prof. Wu, our college and our university so don't fear fail. Believe in yourselves. Believe in our team.