

2013-6-30 Meeting Memo

Time: 2013-06-30 Sunday

Location: Gui Huashan Building

Moderator: Tina Zhang

Recorder: Kaiyuan Ni

Tina Zhang:

First we should give our applause to Wu Fan because Designing Group complete their mission really well. What's more, I find Zhaopeng Cheng and Chun Tang ,two sophomores can do all the molecular cloning experiments by themselves only. That makes me more confident to divide our whole experiment into several units assigned to each team members. All of us worked hard and did a good job.

Fundraising Group went in a incorrect way because of my misguidance. Thank Bo Shi for inviting Minister of Public Relations Department to help us perfect our protocol. After talked with her we find there're too many bugs in our protocol. I've thought we can finish our fundraise this week .But as we decided to do a unprecedented thing, just continue.

This week I'll make a training about how to make an attractive and effective presentation. Next steps is to give presentation in English. And I'll count up people who want to give presentation at October. When someone give a presentation ,other people should point out any error. In addition, our documents also have some problems.Once I was awful even worse than you guys. The only way to improve your writing and speaking in English is practice, practice and practice. Next week I'll make a training about PPT and word.

Besides, as for time schedule. Once I considered about clocking in and out everyday and we putitinto practice for a only few days. It seems to be counterproductive so, it's cancelled. Anyway , please try your best and concentrate on your work. Remember, Your strength will equal your days. Everyone need to improve your efficiency. I've strength in everyone and you should keep on stepping forward.

Arrangement adjustment: Considered HP need more workers, Mengna Tan will help Fan Wu as an auxiliary. Thanks to Stella Guo's internship putting off so she continues her experiment. Xiyu Wu still keep on Human Practice. After HP we will have another arrangement adjustment .Kaiyuan Ni and Xiyu Wu will participate in experiments with all their strength.

List of Oral presentation: Stella Guo, Kaiyuan Ni, Xi xi, Fan Wu , Chun Tang , Shengquan Zeng and Xiyu Wu. We will invite some students good at oral English to correct our pronunciation and perfect our presentation. The best three to four people will stand on the stage at last.

Arrangement for Evernote management. Designing Group is in the charge of Fan Wu. Experimental Group is in the charge of Chun Tang. Fundraising Group is in the charge of Bo Shi. Everyone should organize data and documents on time so other people can read them timely. Remember tag every document clearly including time, topic and edition. We also need a portable hard disk to preserve our data for fear that there's anything wrong with Evernote .

By the way, if you have any suggestion, any problem even your bad feelings, please talk with me. Everyone can feel not good sometimes and I don't want these slag feaze our team.

Experiment Group: Shengquan Zeng

We have transformed three biobricks and a important conclusion we drew is change transforming

time from one hour to two hours. Gel pictures indicate the transformation is successful.
Next step is ligation of three biobricks and PCR for ndh and LVA.

Fundraise Group: Bo Shi

First a notice: If you buy any thing related to HP by yourself, please tell me. As for our protocol everyone should finish his parts before deadline. We should organize our content clearly and logically. Place every picture at its position.

HP Group: Fan Wu

Time schedule: Rough plan will be done before 24th and negotiate corporation with Chemical Society. Yumin and Fan Wu are in charge of doodle.

Lecture is in the charge of Kaiyuan Ni, Xiyu Wu, Yijuan Zhang and Xin Huang. It is for spreading iGEM and synthetic biology to high school students and what we can do for them if they enter iGEM-HS.

PPT should be done and sent to Tina Zhang before Wednesday evening. It's better to add some interactive activities and prepare some gifts. Kaiyuan will be in charge of the whole lecture.

Riddles written on lanterns is in charge of Yijuan and please prepare enough lanterns and riddles related to biology and chemistry.

Foldit computer game is in the charge of Han Cheng

Finding differences in DNA is in the charge of Yumin. You should PS couples of pictures.

Bio Kill game will be designed by Fan Wu.

Budget by Fan Wu : Nearly 2800.

Yumin has to design all the costume around next week.

Gifts such as postcard can be made by ourselves.

Wiki

From now on pay attention to organizing data we have. Kaiyuan should take notes about our events, such as helping a team in France, communicating with Nanjing University and so on. Our goal is to win a best XX award. So work hard on our wiki.

What's more, we need to negotiate with Fujian Chemical Society to let them think that there's a close relationship between synthetic biology and chemistry.

Ruosang Qiu: Tao Han, a team member of XMU-Software will join our HP plot.

We should emphasize again that we must finish Human Practice before the end of August so that we can concentrate our attention on perfecting our presentation.