Agenda of Advisor Meeting
3/6/2012

Team Structure

- President – Angela Chen
- Vice President – Uros Kuzmanovic
- Secretary – Asha Kirchhoff
- Treasurer – Anthony Chau
- Corporate Director – Adi Malik
- Publicity Director – Divya Tankasala
- Social Chair – Cara Schornak
- Web master – Bob Chen
- Lab Manager – Isiah Ramos
- But it is everybody's responsibility to contribute and direct themselves, as well as collaborate with all the others to make the project a success

Team Operation

- Meetings
    - Bi-weekly advisor's meeting
        - Tuesday from 3-4 PM
    - Weekly general meeting
        - Keeping track on team operations
        - Discussion on one past project
    - Weekly Journal club
- Recent Activities
    - Participated in E-week events
    - Preparing for Engineering Open House
        - In order to use this in the human practices part of our project, we will video tape people's opinions on synthetic biology, video tape the exhibit, and count the number of people we interacted with
        - A short edited video can then be used for the human practices part of our website
        - Overall, the responsibilities of human practices falls to Divya, Cara, and Asha
    - Completed safety quizzes
        - Make sure Courtney has a copy of your completed safety quizzes! This is absolutely necessary to do before you get your IGB card access.
    - Started Journal club on March 4
        - Important to critically examine the articles, not just read them. We have to sharpen our critical thinking. We also should read review articles for every paper.
    - Started project discussion – 2011 U of Washington and Imperial College London
    - Started Bootcamp in each lab

        - Every week everyone should share what they are learning in bootcamp. This will lead to brainstorming.
    - Presented E. Chiver project in the 2012 Institute of Biological Engineering on March 2
        - Angela and Jaimie recreated the old presentation so that it was more suitable to a symposium. The presentation was filmed, so it will be sent to all of the advisors.

Discussion

- Bi-weekly meeting with advisors
    - What do we discuss in this meeting?
        - Present our ideas for projects to the advisors so they can give us an indication of how we are progressing and if our plans are viable.
    - Introduction to Prof. Liu of Bioengineering as one of our advisors.
- Team Operation
    - Would identifying a topic in the first week of summer be too late?
    - Brainstorming
        - Rules:
            - No idea is bad. Especially for the first 2 weeks, there should be no filter. Everyone should have the chance to speak.
            - After a few weeks start editing the ideas. Check iGEM.org to make sure that no one has done our idea before. This is also another good resource to check and see what type of projects went well and why.
    - Dr. Bhalerao advises to skip looking at the past projects of UIUC iGEM or other iGEM teams. Courtney agrees that we will never be proficient in synthetic biology, so it's important to just come up with good ideas (which is the hard part). Looking at past presentations and projects is what we should all do individually, not at the meeting.
    - Our project should be feasible, something we enjoy, and something really cool. Our presentation should also be able to market and capitalize our idea, as well as convince everyone that it is better and more exciting than anything else.
    - Look at our old past projects and see if we can finish any or do any better.
- Team Collaboration
    - Is collaborating with the University of Michigan team, or others, feasible?
        - Try to build bridges with as many teams as possible. That way we have as many options as possible. These contacts need to be made soon.
        - Our collaboration can be pooling human practices, sharing data or technology, or even sharing a project. It is possible to actually

collaborate on the same project, especially if one lab blind tests the other's idea, or one team plans and the other executes.

- iGEM registration
  - Registration is now open. Do we have an iGEM account?
    - Yes.
  - Can we join iGEM – Entrepreneurship?
    - A good idea, ultimately we do want our project to be applicable in real life.
    - We need to acquire an additional advisor from the business school. Try Kathy Baylis in Agriculture/Consumer economics. She is a friend of Dr. Bhalerao's and her husband is a professor in the business school.
    - Dr. Bhalerao thinks we should pursue the economic models track.
    - This has the same registration deadline as the normal iGEM competition, which is March 31.
- Funding Sources
  - Where do we find funding sources?
    - We start from scratch every year. The only one that is guaranteed is IGB. We should start early.
    - Funding went well last year; we're starting with $15,000. But we should knock on all doors.
  - Should the corporate director and president talk with the IGB director?
    - Yes, make a formal appointment and have an impressive presentation. Dress down for it and make them give you money.
    - Also, make a brochure for iGEM 2012 and then go and talk to all the heads of all the Colleges. We can print it on nice glossy paper for free at IGB. Our brochure should contain as specific as a project idea as possible. We want to let everyone know that we plan to deliver. Also market that we want to join the Entrepreneurship competition this year.
    - Also, contact Peter Fox. He owns the land that is Research Park. Also contact Scott Pilkins, the director of Research Park. Illinois Ventures in particular is one we should talk to. Steven Slyger from Nanodisk at Research Park.
  - In May, we will all need to fill out a form for travel reimbursements ($700).
- Server
  - Do we have a server for the iGEM website?
    - We do, Dr. Bhalerao has it in his office.
    - We would be able to secure $100 for a high quality website from Adi's Chicago web developer contact. But we should make sure it has dynamic contact. It it's just static, we shouldn't spend the money, and we should just use a template.
- 2011 iGEM project
  - Why didn't we advance to the international competition?

        - There was no data uploaded. It was a human error. A lot of people liked the idea, but there wasn't enough data and characterization to show the judges.
        - The idea was too complex, the execution was poor. The project never really came together, it had no final polish.
        - This year the goal is to ADVANCE.
    - How should we manage time/human resources to complete a winning project?
        - Towards the end of the project, everyone needs to continually be checking and double checking that everything is correct and has been submitted.
        - We really don't want to let our wiki go until the last minute. Ideally it should be created over a long amount of time.
        - We also really want to focus on our presentation. We should memorize it, but then make it seem effortless.
        - Things that stand out: great idea, great execution, and obvious team chemistry.