IGEM 4/15 Notes

1. Budge Update:

 The KP meeting went very well

 Meeting updakes

Anuysua, Anne, Bo, Feng met with Risa Stack from Kleiner—more excited than expected

Leon, Mark, Isis met with Kathryn M from MDB—not as enthusiastic

Steve from KFJ meeting—the number hasn’t been worked out yet

 IMPORTANT

* + - In the future, we need more people to show up
		- We need to build relationship for the future
		- Better communication system
		- We need to concentration from project to fund raising
		- Come up with concrete dates and deadline to get back to the sponsors
			* **May 15th**

2. Sponsorship committee

 How to seek sponsorship

* Goal:
	+ Ask for anything—be broad (contacts, material support, inkind donations, financial support)
	+ Don’t ask straight up for money
* Introduction
	+ PowerPoint
	+ What do we do
* Directed by Undergrads, grads jump in at times
	+ Good impression: undergrads have a good understanding, a lot of undergrads show up

**We need to come up with a easily understandable summary of IGEM**

Sponsorship committee assignments

* More transparent process
* Google document with all the meetings dates
* Email the Slidedeck to the IGEM mailing list

Discussion

 Primary presentation team with rotation of different IGEM members

 Idea number of people: 4

 1 graduate student with 3 undergraduates

 Good Experience

 Everyone should go to the sponsorship meetings

Committee Reform

 2 to 3 core members

 Everyone on the IGEM team would be CCed for all sponsorship meetings

 Anusuya and Tin as the head of the Committee

 Responsibilities: making calendar, rotate as primary presenter, follow ups

 Everyone should be prepared to discuss all aspects of IGEM everything

Update on Grants

 VPUE: we will be hearing back from them soon

 Bio-X grant: due in two days

Notes on money:

 Applying for part-time job outside of IGEM

3. Reagants and Equipment

 What we have:

 A space on second floor of Herrin

 A freezer

 A sink

 What we need:

 A list of wanted equipments

 Mark and Robert are coming up with a list

 **Free stuff**

 Freechemical.stanford.edu

 Reuse.stanford.edu

 Andy has access to chemicals

 We will address this when we have more money

4. Team Dynamics

 An informal meeting on the weekends—Grad student office hours

* learn the science
* journal readings
* address any confusions

What do we like

* small group discussion

What do we need to do

* Commit to one topic!

5. Time line

 We are behind with the deadline of coming up with a specific project

6. Brain Storm

 Notes taken by Isis