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