

**YOU MUST HAVE A LAB SAFETY CONTRACT ON FILE TO
HANDLE THE MATERIALS IN THE iTUNES LAB**

- I. Attendance
- II. New Business
 - A. Register at iGEM
- III. Reports
 - A. Liaison – Thank you notes to donors; articles; contact Alyssa?
 - B. Secretary – Minutes from last meeting; June 30th jamboree, January 15th deadline, parts delivered January 30th
 - C. Lab Manager – Grant available (roller drum, thermal cycler, pipetmen, pipetmen tips – price out and start writing the grant)
 - D. Media Specialist – Wiki site transfer to iGEM wiki
 - E. Public Relations – Newspaper article; Outreach awards (blogging, commercials, videos, surveys, etc.)
 - F. Treasurer – Fundraising for registration fee; t-shirts and design
- IV. Abstraction in Synthetic Biology
 - A. Lab 2: iTunes handout
- V. Next Meeting
 - A. iTunes Lab Analysis – Group presentation
- VI. Other Business/ Questions?
 - A. Look at the iGEM site over the weekend
 - B. Other tasks?