

iGEM Tiger Squad
Agenda 10/11/11

- I. Attendance
- II. Review the Basics
 - A. Reflect on article – what do you think synthetic biology is?
 - B. Survey students at school?
 1. Report results, to whom?
- III. Duties & Nominations
 - A. **Liason** (Do you have a better name?) – agendas, announcements, meetings, communications with Mr. Flanagan & me; additional role as presenter to School Committee and Lead Presenter at jamboree
 - B. **Secretary** – record notes from each meeting, make copies if needed, distribution of paperwork, meeting reminders to Total Tiger Talk, attendance, minutes, maintain iGEM Binder and provide me with copies
 - C. **Media Specialist** – set up and manage the team wiki, take photos, prepare commercials, posters, pamphlets for distribution
 - D. **Lab Manager** – set up labs, collect data, manage equipment, communicate with me when low on supplies, clean and operate machinery (especially Spec 20, incubator, & autoclave)
 - E. **Public Relations** – work with media specialist to create and distribute information about synthetic biology and the iGEM Tiger Squad (write an article for the paper?), press releases?
 - F. **Treasurer** – propose ways to raise funds for the purchase of equipment and materials needed to operate the club; manage funds appropriately
 - G. Nominations and Voting
- IV. Watch former iGEM videos
- V. Eau d'coli Lab notes
- VI. Navigate/Explore High School iGEM site
- VII. Questions?
- VIII. Next Time – Data Collection and the Spec 20 (AP Bio alum – your task!)