



iGEM 2025

# NOTEBOOK

## iGEM Bielefeld-CeBiTec

Meeting Protocols



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## Note

In line with our commitment to transparency, we decided to share our meeting protocols with the iGEM community. By making our documentation openly available, we hope to give other teams the opportunity to learn from our meeting structure and workflow, and to adapt elements that may be useful for their own organization.

We believe that sharing these insights strengthens collaboration and mutual support among iGEM teams, and contributes to a culture of openness and reliability within the competition. In this way, we aim to provide a resource that fosters both teamwork and transparency across the community.

Please note that our meeting minutes are arranged in reverse order, with the most recent protocols placed at the beginning of the document. This means the chronology runs “backwards” when reading from front to back. At the beginning, we also included our meeting template, which other teams are welcome to use and adapt for their own purposes.

# Template

<b>ORGANISATION</b>
<b>INFO:</b>
<b>TOP:</b>
<b>TODO:</b>
<b>WET LAB</b>
-
<b>DRY LAB</b>
-
<b>CREATIVITY / DESIGN</b>
-
<b>HUMAN PRACTICES</b>
-
<b>SPONSORING / FINANCES</b>
-
<b>WIKI</b>
-
<b>PUBLIC OUTREACH</b>
-

# Meeting Protocols

Thursday, 25.09.2025, Max

<b>ORGANISATION</b>
<b>INFO:</b> Please make sure to upload a profile picture to your iGEM account (ideally the individual portraits we took together). Then it will be displayed in the exported Attributions on the Wiki and looks much nicer than a placeholder image. You can find the portraits here – USE THE ROUND VERSION (unless you'd like to have a square head). (Hannah)
<b>WET LAB</b>
<b>TOP:</b> General <ul style="list-style-type: none"><li>- Final construct cloning? (Tim)</li><li>- Work starts immediately with the goal of finishing by Tuesday</li></ul>
<b>CREATIVITY / DESIGN</b>
<b>TOP:</b> Sweatshirt jackets & T-shirts prepayment <ul style="list-style-type: none"><li>- Hannah will send out a message sometime soon</li></ul>

Tuesday, 23.09.25, Laura H

<b>ORGANISATION</b>
<b>INFO:</b> Teambuilding again: so far 8 votes each for 25.09. and 30.09. <ul style="list-style-type: none"><li>- On 30.09.</li><li>- Playing Mario Kart, the console is available</li></ul>
<b>WET LAB</b>
<b>TOP:</b> General <ul style="list-style-type: none"><li>- Plates are ordered</li><li>- Plate reader is acting up</li></ul>
<b>DRY LAB</b>
<b>TOP:</b> Modeling <ul style="list-style-type: none"><li>- Nils what's the name of the employee from Hoffmann who makes the modeling program?</li><li>- need to ask Nils tomorrow</li></ul> <b>TOP:</b> Questions for Bartneck? Maybe another Zoom meeting if it's too much? <ul style="list-style-type: none"><li>- Tim will send him a message</li></ul>

## Thursday, 18.09.2025, Marielle

### ORGANISATION

**INFO:** Train tickets are booked, thanks to Lutz :)

- departure: 26.10. 07:01 Uhr RE6 to Dortmund, 09:03 Uhr: Eurostar to Paris
- Way back: 02.11. 13:51 Uhr Eurostar departs from Paris, 18:45 Uhr ICE to Bielefeld
- Laura Z has tickets for all trains except regional trains (RE6).

### WET LAB

**TOP:** General

- All 3C linker constructs do not contain the 3C linker → We are not continuing to work on this cloning because we no longer have as much time and gene synthesis.

**TOP:** Tasks for tomorrow

- cPCR from cultures inoculated today → For this add 1  $\mu$ L of the liquid culture to the PCR mixture. If that does not work, then we will have to prep the plasmids and use them as templates in the cPCR.
- Analysis on a 1% agarose gel
- inoculation for test digestion from today's transformation
- Gly-stocks

### CREATIVITY / DESIGN

**TOP:** Please select various quotes for the presentation video where intelligent people have said good things about our project and collect them in the following document

- HP collect any possible quotes about TNBC and our project.
- Tobias Busche und Ivonne Kutter would give an interview for Nanopore: Doro will take care of the organization.

**TOP:** 3D-print: Tim writes an email to the Making Media Space

- Making Media Space does not require Blenda file format
- Must be converted now. However, they were very helpful and would print the different objects with the correct file format. We will likely have no problem with capacity.

### WIKI

**TOP:** Wiki Pre-Freeze

- 23-25.09. free wiki working time (sub-teammeetings + laboratory work still continues)
- Starting at 10 a.m. each day (open end)
- Special Prize Freeze on the 24th

- Lili is welcome <3

Tuesday, 16.09.2025, Laura Z

## ORGANISATION

**INFO:** Accommodation for Paris is booked, we're working on the train tickets

**TOP:** Another team building? (Tim)

- Mario Kart Event in CeBiTec

**TOP:** Please fill out the Attribution Form

- Fill out your personal Attributions to the project

**TOP:** BIONRW Conference

- Use CeBiTec logo and wait for 3D printing

## WET LAB

**TOP:** General

- Data analysis is ongoing
- Trends are going in the right direction
- FACS: 18a more in HEK than in the other cell lines, probably matches with qPCR results
- qPCR will be analyzed this week and repeated this week as well
- Another qPCR for all samples
- LNPs: probably next week, then evaluation under the microscope
- Test eYFP plasmid in LNPs
- Store all midipreps on E0 in the Nanodrop room
- Microtiter plate for LNP analysis → will then run automatically (mark and find module)
- New photo/camera system can be used for well reading (gel documentation)

**TOP:** Tomorrow

- Midiprep, plan for LNPs, 3C linker amplification + gel

## CREATIVITY / DESIGN

**TOP:** General

- Nice T-shirt design agreed on

**TOP:** 3D printing

- contact Making Media Space or Physics
- Tim will send the mail
- File is in Public Outreach
- Print surface → more scientific look

## HUMAN PRACTICES

### TOP: Ideas for Safety

- Redefine dual-use → ask experts again
- Awareness
- Texts for Safety: collect what is relevant from the project for safety

## WIKI

### TOP: Graphics (Jessi)

- By Thursday evening: Please provide a short description for each graphic I should create — what should be shown / what absolutely has to be included, and which text the graphic belongs to exactly
- Just put the description and text name in the Wiki Graphics PowerPoint, thanks :)

## Thursday, 11.09.2025, Hannah

## ORGANISATION

### TOP: Special Prizes (Laura^2)

- Human Practices & Safety has been decided for sure
- Safety Prize → everyone should come up with an idea for what we can submit (mental health & sleep and such don't work)
- We have to decide between Measurement (protocol for sequencing miRNA) or Part Prize (MITA with MCS)
  - o Nanopore is not very well established → could negatively affect reproducibility in measurement
  - o If measurement doesn't work in any of the experiments, it would be very unfortunate
  - o Basic Part should be as simple as possible as a prize
  - o Composite part test many small parts
  - o Best improved part, no time left :(
  - o Doro & Laura H are in the measurement team, talk to Kristian, Jörn & Sinan (individually) and get their opinions

### TOP: Attribution Forms

- Everyone enters EVERYTHING neatly!! Especially PO and HP (the Lauras want to enter it on Thursday) → enter what you can by Wednesday (17.10.)

### TOP: Planning of Judging Session Simulations (Sinan)

- We have to simulate a judging session (help), for example in a lecture hall with people
- Invite people, give a presentation, and get torn apart by the audience, yay

- Choreography for entering the room, list of questions, select experts who are knowledgeable in a particular area → then answer the respective questions
- 5-minute presentation, 10-minute judging session (they may have looked at the wiki beforehand)
- At jamboree: Results collected after the wiki freeze will be presented there (but this can only be counted towards the gold medal)
- The presentation is really just there so we can present ourselves and convince them that we are the best
- Conclusion: we have to learn to be torn apart → It's an October problem

## WET LAB

### **TOP:** What about the results?

- Pretty bad so far
- If the plan works, we can prove everything in time
- as soon as something goes wrong, time will be running out
- Crisis meeting next week Wetlab

## CREATIVITY / DESIGN

### **TOP:** Who wants to edit the video

- Max would be best
- Hannah is supervising & Jessi could maybe help

## WIKI

### **TOP:** Coordination and Planning of the Wiki Freeze

- There will be a pre-pre-freeze (22.-28.09.), a pre-freeze (29.09 – 05.10.), and a final freeze (06.-08.10.)
  - o On the final freeze day, no one will spend 48 hours at CeBiTec! And in the three days before that, only minor details should be changed.
  - o Pre-pre-freeze → for us internally, everything is ready
  - o Pre-Freeze → everyone else is assigned texts & reads them
  - o Freeze → only minor details
- Wiki should be ready by our Pre-Freeze, so that only results and iterations need to be added (+things for Special Prizes)
- A period for finalizing (Pre-Freeze, three days) and a period for major corrections?
- Or we send people specific texts in advance (and give the supervisors the Wiki to work through)

### **TOP:** Graphics for the texts

- There is now a table for graphics and an accompanying PowerPoint presentation
- Please enter graphics that still need to be made and describe them briefly (or make them yourself)

- Jessi is taking care of it but needs instructions → should be written with PowerPoint (no mega-detailed, but short & sweet)

## Tuesday, 09.09.2025, Jessi

### ORGANISATION

**TOP:** About the Judging Form (Sinan)

- Laura Z. and Laura H. are responsible for Judging Form
- Title should be simple, no special characters
- Project Description important, should include 1 or 2 special prizes
- Short but informative
- Confirmation: all links function
- Part pages dependent on special prizes
  - o Layout finished

**TOP:** Final decision regarding special prizes needed

- Thursday Orga Meeting: Pro/Contra list
- Final decision/Vote

### WET LAB

**TOP:** 96 well plate

- Thursday or Friday: Cell transfer of HEK into well plate (Cell culture)
- Transfection and Essay afterwards

**TOP:** 24 well plate

- Vitality Assay possible → distinguish between live and dead cells (After induction)
- Measurement a little bit later than cell death expected: show how many/ that cells died
- Different induction time points, measurement at same time → Time for induction/ cell death

## Thursday, 04.09.2025, Fabian

### ORGANISATION

**TOP:** Pls create Zoom Links for every big team meeting and simple post them in the whatsapp group

### WET LAB

**TOP:** Downstream applications & measurements

- Pre-tests with Tecan: heating works, but CO<sub>2</sub> control may be problematic.

- Cell culture plates should work; plate reader will be booked next Thursday for 4 hours.
- Avoid contamination → always use lids (available in the cell culture box).
- Lukas will show us how to use and set up the plate reader.
- Cultivation: 48h or 72h.
- FACS available in W0 (blue laser possible, autosampler available).
- AG Müller offers cytotoxicity assays (endpoint only).
- Tecan can run multiple wavelengths at 30 min intervals.
- Follow Promega protocol closely.
- Not everything can be measured in FACS → plate reader can cover additional assays.
- If cultivation in plate reader fails → endpoint measurement or sample collection at multiple time points (use qPCR plates if volumes are too small).
- Luminescence assays (CellTiter-Glo) cannot be done in transparent plates due to signal cross-over.
- Still need an assay to test induction of pTetOne.

**TOP:** FACS setup & analysis

- 24 FACS samples → need overnight culture; ask for sample tubes and access by Friday for Tuesday.
- Data analysis: 1% method → positive control/sample must be brighter than 99% of negative control.
- Gating required → only live cells should be considered. Negative control defines gate. PI channel available for live/dead staining.
- Front/side scatter will already exclude dead cells.
- Lukas and Laura H can help with gating setup.

**TOP:** Split GFP

- Not sure if it works; maybe visible under microscope with high exposure.

**TOP:** Tomorrow's Lab Work

- Mini prep: pTetOne without transfection marker.
- Digestion: pTetOne without marker using AgeI/EcoRI, followed by clean-up.
- Gibson assembly: pTetOne with/without marker, WT 3C, 3C-long linker.
- Ligation: wild type pTetOne with mNG2.
- Golden Gate: pTwist\_GFP\_GSDMD\_LE (XbaI) from gel extraction.
- CT excision + gene synthesis (with and without GFP11).
- 9 transformations total.
- Midi prep: pTetOn\_GSDMD-NT, pS\_tagRFP\_GFP.

## CREATIVITY / DESIGN

### TOP: Team Shirts

- Hoodies: dark green (team only).
- T-shirts: bright green (for everyone, incl. supervisors Jörn & Kristian).
- Additional XL bright green T-shirt for booth signing → later displayed at CeBiTec.
- Idea: neutral-colored T-shirts (Laura Z).
  - o Poll in "Mitochondrien Mafia" group: who wants one?
  - o Approx. cost: 25 €.
  - o With names printed? TBD.
  - o Alternative: sweatshirt jackets.
  - o Poll: T-shirt, jacket, both, or none. (Hannah will run polls tomorrow.)

### TOP: Presentation Video

- Subtopics + visuals need to be prepared (Hannah, deadline: 14.09.2025).
  - o General concept, Switches: 1.5 min (Fabian).
  - o Gasdermin D mechanism with TEV: 1.5 min (Tim).
  - o Dry Lab (modeling Gasdermin & TEV, MITA?): 1 min (Tim).
  - o Cell culture: 1 min.
  - o miRNA sequencing: 1 min (Levin, Marco, Laura).
  - o LNPs/final therapy: 1 min (Marielle, Laura Z).
  - o Overall conclusion.
- Human Practices snippets integrated in each section.
- Safety: 1 min (Daliah).
- Total video length: ~8–10 min.

## Tuesday, 02.09.2025, Laura H

### ORGANISATION

**TOP:** Kristian and Petra will not be available at the beginning of October. Collection of issues: (Laura Z)

- Train Paris / Hotel Paris
- Credit points
- PI approval on forms?

**TOP:** Michael (Laura Z)

- Is Michael coming to Paris? Liliana will ask
- Extra ticket, roster, hotel in Paris

<p><b>TOP:</b> Team Booth Safety Proposal (start thinking about it) (Laura H)</p> <ul style="list-style-type: none"> <li>- What should be included? List by Sunday? --&gt; Team creativity</li> </ul> <p><b>TOP:</b> Eindhoven payment (Liliana)</p> <ul style="list-style-type: none"> <li>- Register as business trip --&gt; reimbursement? Question if this is possible + invoice from Eindhoven required</li> <li>- Question if this applies only to train tickets, or just for the 10 Euros</li> <li>- Presentation: Laura H. and Tim</li> </ul>
<p><b>CREATIVITY / DESIGN</b></p>
<p><b>TOP:</b> Cover für Notebooks (Laborbuch, Guides)</p> <ul style="list-style-type: none"> <li>- Exp: Cloning, Exp: Downstream, Exp: miRNA/Sequencing, Sequencing Guide</li> <li>- Take PDF to Paris, possibly present with QR code for judges</li> <li>- Possibly print booklets and hand them to judges</li> <li>- Logo must not be too close to the edge, with transparent background and square forma</li> </ul>
<p><b>WIKI</b></p>
<p><b>TOP:</b> General</p> <ul style="list-style-type: none"> <li>- Revise texts, possibly shorten (Aachen, BFH etc. see link) and upload!! Please mark if a text was revised</li> <li>- HP texts should only be moved with the consent of the people involved</li> </ul> <p><b>TOP:</b> Texts</p> <ul style="list-style-type: none"> <li>- It's not going very well, please finish texts by Sunday</li> <li>- Sponsor logos?</li> <li>- Public Outreach texts? Max contacted sponsors --&gt; pictures coming soon?</li> </ul> <p><b>TOP:</b> Remember the profiles by Thursday --&gt; post on Teams with templates</p> <ul style="list-style-type: none"> <li>- Doesn't have to be much</li> </ul>
<p><b>PUBLIC OUTREACH</b></p>
<p><b>TOP:</b> 3D Printing</p> <ul style="list-style-type: none"> <li>- Bioblender files are ready except for LNP --&gt; pore, CT part, LNPs</li> <li>- LNP file from last year (ask Anna)</li> <li>- Is that enough for the people in the media space -&gt; ask Max</li> </ul>

## Thursday, 28.08.2025, Laura H

<p><b>WET LAB</b></p>
<p><b>TOP:</b> The lab on F0 has to be cleared out by 13.10. Where can we store all the lab material then? (Marielle)</p> <ul style="list-style-type: none"> <li>- Talk to Phillip about where we are allowed to put the things</li> </ul>

<ul style="list-style-type: none"> <li>- Marielle will talk to Petra</li> <li>- Possibly also at AG Kalinowski</li> </ul>
<b>HUMAN PRACTICES</b>
<p><b>TOP:</b> Health policy representative from the German Cancer Society wants more material on our project. Which ones?</p> <ul style="list-style-type: none"> <li>- Video, some kind of description</li> </ul>
<b>SPONSORING / FINANCES</b>
<p><b>TOP:</b> Beckman Coulter in-kind sponsoring for ZKT</p> <ul style="list-style-type: none"> <li>- Ampure Beads DNA/RNA</li> <li>- Maybe they still have it</li> <li>- If not, then Laura H will write to Daliah</li> </ul> <p><b>TOP:</b> Sponsor logos</p> <ul style="list-style-type: none"> <li>- Max is taking care of sponsors from Fabian and Max</li> <li>- Everyone except Faust</li> </ul>
<b>WIKI</b>
<p><b>INFO:</b> All global designs have been discussed and will be implemented by next week. The texts of the Project Description will be adjusted to create a coherent storyline. Nils will continue implementing the homepage suggestions of others by next week, as well as other tasks.</p> <p><b>INFO:</b> Please upload images to iGEM and don't forget formatting in the texts! (Blockquotes, [] links, URLs for images, all important things in bold)</p> <p><b>TOP:</b> Graphics (Laura H)</p> <ul style="list-style-type: none"> <li>- Laura H will make a list, then Laura H and Hannah will go through the texts</li> <li>- Graphics for the Project Description and Engineering Cycle have high priority</li> <li>- Sketches, prompts, rough descriptions rather not</li> </ul> <p><b>TOP:</b> Who will write the new abstract? (Laura H)</p> <ul style="list-style-type: none"> <li>- Marielle will take care of it</li> </ul>

## Tuesday, 26.08.2025, Nils

<b>WET LAB</b>
<p><b>TOP:</b> Urea PAGE problems</p> <p><b>TOP:</b> Plan for tomorrow and the rest of the week (Tim)</p>
<b>DRY LAB</b>
<p><b>INFO:</b> Dry Lab meeting on Thursday is canceled.</p>
<b>WIKI</b>

**INFO:** Nils is taking care of the first technical draft of the homepage (thanks Nils). Prototype is finished. Alpha version by Thursday. Work will continue over the weekend.

#### PUBLIC OUTREACH

**TOP:** Wednesday, 27.08.25: Subteam photos & individual photos of supervisors (who are available) (Jessi)

- Members → wear team shirt!
- Supervisors → wear black shirt! (Time: 15:00, meeting point at CeBiTec)

## Thursday, 21.08.2025, Max

#### ORGANISATION

**INFO:** Teambuilding Tuesday (very relaxed after the main meeting, feel free to bring snacks)

**INFO:** ATTENTION!!! Next week will be intense. There is a huge amount of work to do in the lab/creativity/wiki. If anyone doesn't know what to do, contact Tim (or write texts for the Wiki)!!!

**TOP:** Eindhoven (Laura H)

- Meetup registration deadline Monday
- Who wants to join?
- Friday, 17.10. (by train, overnight stay not necessary)
- We'll register 4 people, but it's not yet certain who will go

#### CREATIVITY / DESIGN

**TOP:** 3D printing (Max)

- Email to MultiMedia Lab for support
- Question to all: does anyone know someone who could help create a file / has experience? Maybe also could do the printing?
- If you know which device is available, Fabian's contact can help
- Max is handling it, will confirm a date on Monday, if anyone wants to join please let him know!!!

**TOP:** Team bag for the Grand Jamboree? (Max)

- Format: fanny pack? tote bag? gym bag?  
→ Vote will be on WhatsApp

**TOP:** Idea Grand Jamboree: cooperation stamp game (Max)

- Cooperation with four other teams → which ones?
- Stamp card: card available at the booth

- Stamp: given after answering a question about the project (own or partner's)
- Prize if you collect all stamps  
→ Team's opinion?
- Team approved

## WIKI

### **TOP:** How to display references on the Wiki?

- Two options
- Team decided to use the standard system

## Thursday, 14.08.2025, Tim

### ORGANISATION

#### **TOP:** Mail from vBIO

- It's a biology umbrella association from NRW
- 25.08.: Opportunity to present our presentation in front of a professional audience. Trial run and feedback for the Grand Jamboree
- Problem: we don't have any results for a professional audience :(
- → Let's ask about language, length, and what to do about results
- But we're doing it (we = Tim & Fabian)

#### **TOP:** BioNRW

- 07.10.: Daliah and Fabian are going to the conference and need to bring an exhibition piece to attract interest.
- We should think about 3D-printing something really cool. It could also be reused for the Jamboree.

### HUMAN PRACTICES

#### **TOP:** Time for another HP meeting please

- Find a new date → maybe Thursday before the Wiki meeting (ask Doro again)

#### **TOP:** General

- Write to the environmental law expert today
- Also reach out again to the health insurance expert from last year
- Ask about publication permissions!
- Integrate HP into the Engineering Cycle → we need a meeting for that → next week in the HP meeting
- Look for more experts, also internationally
- Important: request with Nicole Friedlein, lawyer for health insurance

## SPONSORING / FINANCES

### TOP: General

- Ask all sponsors to provide us with their official logos for our Wiki, including the standard sponsors such as NEB and Geneious. If possible, please provide the logos in both light and dark versions (transparent background preferred), since our Wiki contains different background colors.
- Follow up with sponsors who are receiving a dedicated section to confirm the text that will be published on our Wiki
- Reach out to Promega with a request for support by providing us with a transfection reagent

## WIKI

### INFO: Result documentation (ask WikiTeam)

- take nice gel pictures of the current final results again and describe them properly

**INFO:** Larger Wiki meeting on 11.09. from 2 pm (@Lauras: if that doesn't work with Orga & you are too busy, that's fine. We mainly wanted to upload things & implement longer tasks)

**TODO:** Distribute the remaining texts to people

**TODO:** Find a follow-up meeting date for everyone and book the room (the one with air conditioning?)

- Options where Liliانا can join: 18th or 19th from 10 am, 22nd from 1 pm  
Write texts, please decide whether supervisors should be involved in proofreading and finalizing, upload texts to the Wiki, implement designs (CSS), sponsor design

## Tuesday, 12.08.2025, Marielle

## ORGANISATION

**INFO:** Project Promotion Video has been submitted, yay (Hannah)

**TOP:** Teambuilding? Max creates a poll with suggested dates

## WET LAB

**TOP:** Who is responsible for LNPs with Kaya?

- Laura Z. and Marielle

**TOP:** When is LNP transfection performed?

- Probably on Thursday

## SPONSORING / FINANCES

**TOP:** We need new purple tips

- Cell culture does not require purple tips

- Daliah orders 1 pole with full tip boxes

## PUBLIC OUTREACH

**INFO:** Photos in the lab tomorrow (for the Bielefeld University blog on communication between professors and students)

**INFO:** Team photos in the Making Media Space (27.11 would be suitable for individual photos), ask how we can do the group photos

## Thursday, 07.08.2025, Laura Z

### ORGANISATION

**INFO:** If Midi Prep still fails with new kit then ask Phillip for help

**TOP:** Lili and Kaya want to talk about communication → missing FBS, most likely discarded by another working group of E0

**TOP:** Live stage talk

**TOP:** Booth needs to be planned (box for our stuff, banner, what should we bring to give away, sticker)

### WET LAB

**TOP:** LNP transfection (Kaya)

- we want to make our own LNPs → Kaya can help
- 1 mL medium for 2 wells, triplicates best
- specific composition for breast cancer cells
- transfection of cells still needs some work but was okay → further optimization
- Sequencing has some troubles (no signal after 200 bp)
- Double restriction: 1-2 h for test digestion
- Back up for cloning: pTetOne is almost finished → Gasdermin could be characterized
- Maybe we should look after another special prize → Integrated Human Practices (LNPs from Bartneck, ect.) → Gasdermin could be a prize
- Maybe best measurement → optimization of miRNA sequencing with Nanopore

### DRY LAB

**TOP:** Modeling

- Nils looks into modelling

### CREATIVITY / DESIGN

**INFO:** promo video is almost finished → upload on Monday and then subtitle correction

## HUMAN PRACTICES

### TOP: General

- We spoke to some experts for biomedicine and medical law
- Further experts could be contacted: financial person from last year (see 2024 wiki)
- We also spoke to patients in a support group → awareness

## WIKI

### TOP: General

- text writing and correction is still ongoing
- Judging questions!!!
- abstracts and figures are important
- wet lab results need to be wiki conform → back up for results page if cloning still fails
- for every experimental design results (e.g. sequencing results) → Laura H and Tim will start and finished it in 2 weeks from today

## PUBLIC OUTREACH

### TOP: Update

- Linked In campaign started
- Promega collab
- interview with university
- Nanopore posting in work by Jessi

## Tuesday, 05.08.2025, Jessica

## WET LAB

### TOP: Cell culture

- maybe test transfection possible

### TOP: LNPs

- Marielle will ask Kaya for protocols/ detailed explanations

## CREATIVITY / DESIGN

### INFO: Watched Project Promotion Video

- Feedback team: good video
- Attributions still missing

## WIKI

### TOP: Text Formats (Fabian)

- Problem: everyone has their own format scheme
- Wiki team will make a format scheme so that all texts are formatted the same

- Should include what is written in italic/ bold, how to format headers, colour use (if/ what should be coloured)

## Thursday, 31.07.2025, Hannah

### ORGANISATION

**INFO:** Wiki/work meeting tomorrow at 1:15 p.m. (upload files & correct texts) → Meeting room (also Human Practice Team)

**INFO:** September 13, 9-11 a.m., potential power and ventilation outages

**INFO:** 1.5 months until pre-pre-Freeze

**TOP:** Deliverables

- How is the project promotion video going?
  - Good progress → we've finished filming and recording everything and are now starting to edit
- Final safety form due (team internal) in two weeks. Is it normal that the pre-safety form hasn't been reviewed yet?
  - Laura H asked Sinan → everything is normal, HQ is kinda busy recently, we should e-mail them if we don't get a review until one week pre final form due
  - Laura Z asked on slack → we should get an e-mail this/next week with an update
- Do you have to submit an Animal Form even if you don't use any animals?
  - HQ says no

### WET LAB

**TOP:** Team cell culture needs FBS (ours is gone)

- FBS is very important for keeping the cells alive, but unfortunately it is also very expensive
- There were 15 falcons (0.5 L) in the refrigerator, but they are now gone (it was expensive (over €800)).
- Doro will write to Kristian and ask about it
- Ask Lukas for help as well

**TOP:** Where are the cell culture flasks we ordered?

- Fabian is asking Gertraut

### DRY LAB

**INFO:** Enter your primers into Excel with separator for the overhang (e.g., underscore) → where binding region changes to overhang

**TOP:** Meeting with Jonatan Storm (regarding FACS for cell culture) who can come along?

- Laura, Doro, and Fabian are coming (Friday, August 8, 10 a.m.–12 p.m.)

## WIKI

### TOP: Attribution Form?

- Team Dry Lab has added people
- Everyone: please add all the people we can think of

### TOP: Texts?

- Please correct and finish writing.

## Tuesday, 29.07.2025, Fabian

### WET LAB

**INFO:** HEK293T delta Dicer on Wednesday (Fabian)

### TOP: Lab tasks for the next few days? (Tim)

- Clean up the lab
- Sequencing
- Clean and organize the fridge
- Prepare and autoclave LB, CaCl<sub>2</sub> or MgCl<sub>2</sub>
- Finish incomplete cloning steps

### SPONSORING / FINANCES

**TOP:** Nanopore Sponsoring & Social Media? What was decided? (Hannah)

- Already clarified

### SPECIAL PRIZES

**TOP:** Which SPs do we want to do and what do we do for it?

- Safety and security Team (Daliah, Laura H, Max)
- And Part prizes

### PUBLIC OUTREACH

**INFO: Münster (Liliana)**

- Sriram Kumar held a talk about Dual Use and talked about judging. He is in the biosafety and biosecurity committee of iGEM, think about if you want to contact him for questions. He emphasized the difference between biosafety and biosecurity and mentioned that teams often forget biosecurity.
- During the judging panel discussion the judges mentioned u.a.:
- The importance of reflecting on drawbacks
- The importance of highlighting the development process of a project and not just mentioning decisions e.g. starting with first goals and then outlining which were achieved and which were discarded and which were not achieved

- One judge mentioned his workflow is watching the promo video then the presentation video and then reading the wiki -> therefore this should tell a coherent story
- importance of summarizing and illustrating
- remember that for the parts only / mostly the registry counts and there you have to describe everything – not only on the wiki!
- “Videos are for selling, registry is for science, wiki is for documentation and overview”
- judges like teams creating resources for future teams (e.g. establishing protocols)
- “Approach your limitations with integrity”
- Use the judging sessions to highlight “other intangible aspects” of your project such as personal challenges
- Regarding modelung: Why did you do the modeling? Was it motivated by a question from the wetlab? How did the modeling results feed into the engineering?
- - In regards to safety and security, it is important to consider local regulations as judges from other countries wont be familiar with them

## Thursday 24.07.2025, Daliah

### ORGANISATION

**INFO:** Instructor can start correcting texts:)

**INFO:** Think about what we can do for biosafety

- guidelines etc.? Build upon things from the last years?

### WET LAB

**TOP:** Plan for wet lab Friday

- Prep von pTetOne mit GSDMD EL
- cPCR von pTetOne mit GSDMD EL
- Golden Gate MITA RFP \_\_ GFP
- cPCR pSwitch\_RFP\_GSDMD\_EL\_ linker constructs

## Thursday, 17.07.2025, Tim

### ORGANISATION

**TOP:** Attribution Form – update required (Laura H)

- All subteams (HP, PO, WetLab, DryLab) must update their sections in the Attribution Form by next week.
- Sponsorships should also be listed.

## WET LAB

### **TOP:** Lab notebook & documentation

- Always document work immediately and label pictures properly.
- Liliana's note: napkins are not valid documentation.
- Suggestion: buy a dedicated USB stick to store gel images directly from the lab.

## CREATIVITY / DESIGN

### **INFO:** Color scheme overview now available

- Found in Teams under *Creativity > 6) Corporate Identity > ÜBERSICHT...*

## HUMAN PRACTICES

### **TOP: Prof. Ataseven interview**

- Needs to be summarized.

### **TOP: Patient interview**

- Doro spoke with a patient who agreed to give an interview – scheduled for August 1, 2025, at CeBiTec.
- She also has contacts with members of a self-help group.
- Opportunity to visit the group directly and talk to its members

## SPONSORING / FINANCES

### **TOP:** Wiki sponsor texts (Laura H)

- Check which sponsors want a dedicated text in the Wiki – especially Zeiss (since they contributed significantly).
- Follow up to clarify, as texts and images were provided last year – check if these can be reused.

### **TOP:** Promotion video

- Consider briefly mentioning all sponsors in the video.
- Sponsorship subteam will handle adding logos.

### **TOP:** Nanopore meeting

- Scheduled for next Thursday.

## WIKI

### **TOP:** Text submission deadline

- All Wiki texts must be finished and proofread by July 30.
- If not, Liliana will 'hunt us down', meaning she will carefully consider actions.
- Timeline available in the Wiki channel

## PUBLIC OUTREACH

### **TOP:** Prague Meetup

- One day of presentations, speakers, and networking.

- Potential second day to present projects.
- RSVP by July 31 – team decision: no.

**TOP:** Promega collaboration

- Promega wants a personalized promotional video from our team.
- They offered their Instagram account for a one-day takeover.

## Thursday, 10.07.2025, Nils

### ORGANISATION

**INFO:** Team Orga is eagerly chasing after the fairy, the hotel, and the train connection. We're on it! (Otherwise, there will be chaos at the Steering Committee meeting.) Thanks, Team Orga!

**TOP:** Pub Quiz Games (Laura H)

- Date & Time: August 9th, 2:00 p.m. (Central European Time)
- Who: All iGEM teams around the globe
- Team Size: 3–6 people (or join solo — we'll help match you!
- Learn, laugh, and connect!
- We don't want to go

**TOP:** Biospektrum

- PI says we should take part
- Im Zweifel PO

**INFO:** Steering Committee Meeting on Thursday

### WET LAB

**TOP:** Plan til Tuesday

- Urgent cleaning? Yes
- What about cloning? Fabian/Laura are informed
- Chemical storage? Tim is informed
- Prep stuff for the Schülerinnenakademie & general aliquoting action
- Anyone who has time is always welcome to come!! (always applies) – if you're worried about showing up without a reason, please ask in the group what's planned or check the list (Experimentplanung.xsl in WetLab)

### DRY LAB

**TOP:** Part Pages

- Ongoing

### WIKI

**INFO:** Please encourage team members to put design suggestions in Wiki texts :)

- Done

### PUBLIC OUTREACH

**TOP:** Stress Survey

- Safety and Security → mental health and related topics
- Slack as a platform, BFH platform (mailing list), igemcommunity Instagram → tag in story or post and they will share it, also contact iGEM teams directly via email
- Have the Psychology Faculty review it once to make sure it's valid → Daliah says it's difficult because stress is so complex (she discussed it with psychology students)
- Laura H will finish her exam in two weeks & can then take care of it together with Daliah

## Tuesday, 08.07.2025, Marielle

**ORGANISATION****TOP:** To which name should orders be addressed when Jörn is no longer here? (Tim)

- For sponsoring, write our names and CeBiTec on it → it is best to write Laura Z. or Fabian on it so Gertraut and Lutz can assign it to us
- Address offers to Petra Lutter

**TOP:** Email from Team Münster about the Meetup on 26.06.2025 (Laura H)

- We should say how many people are coming for breakfast → none
- 4 team members would come to the presentation and poster session
- Tim, Fabian, Marielle and ??? would have time
- Laura H. replies for us

**INFO:** Please write an Email to the CeBiTec administration, when we print something at the zentralen Vervielfältigungsstelle, take something from the NEB fridge or collect something from the Chemikalienlager.**WET LAB****TOP:** Plan for this week (Laura H)

- Tomorrow:
    1. colony-PCR (Primer information in the in der large table)
    2. Agarose gel
    3. inoculation for Glycis (pcDNA with Chloramphenicol resistance clon 1 und 2 (Masterplate is in the fridge)) + directly inoculate cultures for the clones, which are tested parallel in the colony PCR (components for the linker exchange)
- Laura Z., Doro, Fabian, Tim, Hannah have time
- perhaps: Repeat the amplifications for the linker variants
- perhaps: prepare linker variants for Golden Gate
- clean up and cloning

- Thursday: Glycis, Mini-Prep

**TOP:** We can have cell lines but need a FedEx account.

- Fabian asks if they can send them to us in another way.

**INFO:** Laura Z. researches how sequencing works

**TOP:** ZKT need new Huh7 Kryo and a new handling protocol (Laura H)

- Fabian asks the person from the other lab

**TOP:** Do not order DMEM from Stemcell now? (Daliah)

- We do not need it. We ordered it via Lutz.

**TOP:** Nanopore (Laura H)

- Next week on Monday preparation for Nanopore
- Daliah asks for an appointment for the 1:1 talk
- First suggestions under „benötigtem Material“ → folder „WetLab“ and „Bestellungen“

**TOP:** Friday preparations for the “Schülerinnenakademie”

- Pellets for Mini-Preps

#### SPONSORING / FINANCES

**INFO:** If an invoice is also sent to CeBiTec for the sponsorship, we also need a credit note so that this can be removed from the SAP system.

**TOP:** Offer from Faust (Daliah)

- Have received the cost calculation
- We should have another look at what we really need and which demo pieces we absolutely need.
- List uploaded to WetLab hochgeladen and email at info@igem

**TOP:** We could get Roti stain from Roth as well as other things via sponsoring (Tim)

- Roti Stain, Agarose 500 g (maybe LB) would be nice
- Daliah informs Max

## Thursday, 03.07, Laura H

#### ORGANISATION

**INFO:** Oncology Village accepted

**TOP:** Pay for coffee and where is the missing BFH-Stuff (Laura Z)

- People in charge know

#### WET LAB

**TOP:** Plan until tuesday

- WetLab -> Experimentplanung

- iGEM Bielefeld is in charge of the Mini-preps for the Schülerinnen-Academy same as last year --> Kit for 8 probes with LB-media plates is needed

### DRY LAB

**TOP:** Steering Committee PP

- Fabian Dry Lab Part, Daliah Finances Part

**TOP:** Parts

- Characterization etc -> Team DryLab

### SPONSORING / FINANCES

**TOP:** Zymo-Problems

- What to order? Paraffin thing or Midi-Preps
- We'll take the Midi-Prep kits
- Paraffin samples might cost money TOP: Email von Zeiss?
- Daliah knows what's going on

**TOP:** Nanopore

- Doro und Laura do research next week

### WIKI

**INFO:** Weekly reminder: write your wiki texts and correct/lecture other texts <3

## Tuesday, 01.07.2025, Laura Z

### ORGANISATION

**INFO:** Nanopore wants to schedule a 1:1 meeting with us soon.

- Create a Nanopore account and plan sequencing with them in more detail
- One Nanopore account is sufficient – Sponsoring will create the account (Fabian).
- Daliah has the pricing information.

**TOP:** Meet-up in Düsseldorf on July 5 (Fabian)

- Jessi will check if the registration went through.
- Where are the texts?
  - o *Creativity* → BFH submissions → texts (first part missing)
  - o Where is Doro's text?
- Does the presentation need revision?
  - o Pricing slides are unnecessary
  - o Move slides from the appendix into the main presentation

**TOP:** Promega talk – who's coming tomorrow? (Fabian)

- Marielle will join

**INFO:** NEB photo calendar competition (Laura H)

- You can submit a nature photo and win €500
- Deadline: 15.09.25

**INFO:** Journal Maastricht (Laura H)

- You can submit virtually anything (commentary, review, conceptual articles) as long as it's scientific.
- Deadline: 22.08.

**INFO:** Steuerkreis meeting: 09.07.25

## WET LAB

**INFO:** New sequences have been ordered; shipping dates: 11.07 and 18.07 (Fabian)

**INFO:** Plasmids arrived today (Fabian)

**TOP:** When is the ZKT? (Laura H)

**TOP:** Lab schedule

- Miniprep and Midiprep on Wednesday: Who's available? → Doro, Daliah, Fabian, Laura H
- Repeat gene syntheses that didn't work
  - o Try smaller fragments using Taq polymerase
- Huh7 cells can be picked up this week

## CREATIVITY / DESIGN

**INFO:** Meeting at 2:30 / 3:00 p.m.

**TOP:** Banner for team page (Laura H)

- 1080 x 1920 px
- V-photo, team row photo
- What should the texts for the video look like? (Tim)  
→ Keep it short, but feel free to put more thought into the longer video later

## WIKI

**TOP:** Please move your texts to the correct folders once they're finished (Laura H)

- Daliah (about TNBC), Doro (Aachen)

## PUBLIC OUTREACH

**TOP:** McGill Jimmy Fallon thing

- you don't necessarily need to name a celebrity, you can also just submit your molecule and its function.  
We'd like to participate, especially if no non-toxic celebrity comes to mind,

since it still gives us a chance to collaborate  
→ *Heidi Klum (GNTM & Americas Got Talent)*

**TOP:** How much do we reveal about our project in the sneak peek post? (Marielle)

- Not too detailed, show the basic concept and functionality

**TOP:** University communication tasks, who's up for it (commitment required)?  
(Hannah)

- Press release
- Walk and talk
- Interview with Jörn and Kristian
- Reel: "My university, my topic"

## Thursday, 26.06.2025, Jessica

### ORGANISATION

**INFO:** Unicamp Brazil contacted us again: Topic "Cultivating Solutions: Building Resilient Food Systems with Synbio", 28.6., 17.00UTC --> Probably no participation?  
(Jessi)

- No

**INFO:** Meet-Up iGEM Duesseldorf (5.7.)

- Fabian and Tim will go

**INFO:** iGEM Heidelberg invitation to Panel discussion "The state of Cell and Gene Therapy Regulation in Europe"

- 10.7. (6-8 pm) in Heidelberg
- Interested but too far away for only two hours

**TOP:** Münster Meet-Up 25.7.-27.6.

- 40€ per Person for the weekend
- Only time on Saturday → ask if possible, maybe discount possible (Laura H.)
- Members who have time: Fabian, Daliah and Marielle

**TOP:** „Schülerinnen Akademie“, 15.7., 18:00 in G2-104 (Laura Z.)

- Until Monday: names of all who present (everyone who presents something will be invited on 17.7 for dinner)
- Presentation 1: 30 min „What is iGEM“
- Presentation 2: 30 min about Team 2025 Project
- Vortrag 1: Laura Z. asks team members from last year again
- Vortrag 2: Daliah and Doro
- Afterwards: Barbecue
- Dress-Code: Team Tshirt

**TOP:** Who will be responsible for deliveries? Problem: Jörn will leave soon (Tim)

- Petra Lutter? Gertraut Lehmann?
- Email to Jörn (Laura Z.)

**TOP:** Who will participate BIO NRW conference? (Daliah)

- 7.10. in Cologne
- 2 members should come if possible
  - o Probably Daliah and Fabian
- Should bring sticker/ Flyer/ goodies

**TOP:** Meeting with Oxford Nanopore

- Friday, 11-12, per Zoom (Link in Team Chat)
- Meeting with sponsors → One Drylab member and someone who should know a little bit about sequencing already
- Members who will participate: Fabian, Nils, Tim

**TOP:** Presentation Zeiss (Daliah)

- Zeiss would like us to present our topic
  - o Probably in October

## CREATIVITY / DESIGN

**TOP:** PROMOVIDEO

- Drylab, Wetlab and Cell culture: Please write 2-3 sentences about the essential work steps you do
- Drylab, Focus: Modelling
- Zellkultur: Focus: Future/ Test in cells
- Deadline: 3.7.

**TOP:** Equipment

- Max will bring his Camera to film some short Lab segments for Promo Video on Wednesday (2.7.)

## WIKI

**TOP:** We now have a schedule for milestones

- Info for members: Currently in design phase, Text planning/ distribution
- Solution for Teambuilding Events: The two members who organised event are responsible to write a short text about it

**INFO:** Please fill out what text you wrote/ will write

- Important to organize and for correction

**INFO:** If you have ideas for more texts, please add them into table

**INFO:** all texts into "Texte" folder in Teams, HP please into own folder

## PUBLIC OUTREACH

**INFO:** MINT Sommer

- Room: G1-106

- Pipettes from one of the practicum rooms
- Setup starts at 12:15 PM
- Pick up Jörn before setup
- Jörn will supervise and help with setup
- Laura Z.: Pouring gels

**TOP:** Sponsor contracts almost finished

- almost all will get a Social Media Post
- Plan/ to-Do: When, who, how
- How to find list on teams: Finances/ Sponsoring → Excel „Sponsoren iGEM Bielefeld 2025“
- should have all the information needed/ what they want
- Logos will be uploaded too

**INFO:** Document with all important information is in folder in Public Outreach Folder on teams

## Tuesday, 24.06.25, Fabian

### ORGANISATION

**TOP:** Promega Seminar in CeBiTec (Laura H)

- Date: Wednesday, 02.07., 10:00–11:30, Room G2-104
- Topic: Bioluminescent Technologies for Studying Cellular Responses and Protein Biology
- Still many free spots -> Fabian +1 are registered

**TOP:** MSP (Maastricht) Journal (Laura H)

- Abstract (300 words) due: 07.07.
- Decision: Participate? If yes, which team?
- Action: Submit first, then decide. Laura H is responsible.

**TOP:** McGill Jimmy Fallon Project (Laura H)

- Decision: Participate or not?
- Idea: Toxic DSDMD = Kanye West (Public Outreach)

**TOP:** Cakes & Salads for CeBiTec Summer Party (Marielle)

- Daliah: Cake
- Laura Z.: Pasta Salad
- Marielle: Salad
- Max: Cake
- Team should wear iGEM T-shirts to the colloquium

**TOP:** Meet-Up Düsseldorf 05.07 (Laura Z)

- Maybe another discussion on Thursday
- WhatsApp poll to decide

**TOP:** PSP Element after Jörn leaves (Laura Z)

- Should remain the same, just managed by Petra instead of Jörn

**TOP:** Münster Meet-up

- Date: 25–27.07.
- Cost: 40€ per person
- Limited participant spots
- Ask if it's possible to attend for only one day

**TOP:** Village Selection Check (Sinan)

- Please check if selection is saved (with screenshot)

**TOP:** Team Dashboard Personalization (igem.org) (Sinan)

- Add social media, email, team picture, logo, etc. -> Laura handles it

**TOP:** Attendance Type and Jamboree Team Fee

- Still open, must be paid by 31 July -> Jörn is informed

**TOP:** Distribution Kit has arrived

- In mailroom or Jörn's office

## WET LAB

**TOP:** Lab Notebook Organization

**TOP:** Bartneck LNPs (Tim)

- He sends us LNPs with GFP mRNA (proof of concept)
- Norbert Siewald: Breast cancer cell lines?

**TOP:** New Cloning Strategy Discussion (Fabian)

- Single, Double, and Therapy constructs synthesized, only MITAs/Linkers swapped
- Problem: Antibiotic resistance

**TOP:** miRNA Profile (Fabian)

- What if it doesn't match? -> New MITAs? New expression system? Oligo transfection?

**TOP:** Telomerase Detection

- Multiplexing? Sequence ID via BLAST primers?
- RT-PCR for telomerase mRNA -> Primer design?

**TOP:** Status of IVT and circRNA?

- Ignoring for now

**TOP:** Plan for this week?

- Not much time for lab this week

## HUMAN PRACTICES

### TOP: Heilmann Interview Update

- Confirmed our research results

## PUBLIC OUTREACH

### TOP: MINT Summer Event (Jessi)

- QUESTION: Which pipettes can we use? (Kristin Rojekt @ CeBiTec internship lab)
- QUESTION: Photos – how?
  - o Some photos of the stand / team
  - o Kids/parents: Only from behind/hands -> unrecognizable
  - o Ask beforehand if ok to publish online

### TOP: TeutoRuft

- Material purchase (Marielle) -> Is everyone willing to split costs? -> Yes
- Who has time to take another shift?

## Tuesday, 17.06.2025, Daliah

## ORGANISATION

### TOP: Joern Stuff

- He is working on the MTA.
- Message Jörn about who is over 25 years old
- For the summer party, 3–4 people in iGEM shirts in X-E0-001

### TOP: Virtual Scientific Poster Gallery (Laura H)

- Date: July 6, Online
- Organized by BUCT (China)
- Do we want to participate? Who wants to join?
- Hannah will ask for more info via Instagram.
- When does it start? How long does it last?

## WET LAB

### TOP: Wednesday

- Prepare Gibson Assembly Master Mix (enzymes have arrived)
  - PEG 8000 from Jörn's lab → Mix with Jörn
  - Fabian and Daliah
- Pipetting Cup
- If primers arrive:
  - Dissolve & dilute gene syntheses

- Hopefully Friday: Marielle and Tim
- Tuesday: Laura Z
  - Amplify gene syntheses (16 different targets)
- Prepare new Amp plates (be careful with heat and dilution)

## DRY LAB

**TODO:** Asking Kristian about modeling

## HUMAN PRACTICES

**TOP:** General

- Suggestions for HP Wiki texts are available. Please read + feedback
- the other interviews have to be adapted (Lehmann und Bartneck)
- in the HP protocol is described how we imagine the contributions also feedback please (Tim)
- Jörn Nanopore interview?

## WIKI

**TOP:** Ideas for Wiki Texts

- Laura has written ideas under "Texts."
- Everyone must assign themselves to a text by the evening of June 18 – then write it at some point!
- As detailed as possible; each text goes into its own subfolder.

## PUBLIC OUTREACH

**TOP:** Teuto ruft

- Tim, Fabian, Marielle (coordinated by Hannah)
- 9 AM – 6 PM, field near the Kunsthalle
- Our own table, together with bTS
- Experiments for children:
  - Extract DNA from a banana
  - Or another experiment on density using oil, water, and ink
- Protocols are saved in Public Outreach > Teuto Ruft

**TOP:** MINT-Summer

- Week of June 30 – July 4
- Choose a time slot: either 1–2 PM or 4–6 PM
- July 2, 1–2 PM
  - Daliah, Hannah, Marielle, Laura Z
- Program:
  - 20–30 min talk (explain iGEM + break down the BFH topic)
  - 30–40 min hands-on activity

- Slot is for STEM-interested high school students
- Let Kaya know by Friday (June 20)

## Thursday, 12.06.2025, Marielle

### ORGANISATION

**TOP:** Notes on text (wiki) documentation, protocol (organization) documentation and laboratory (journal/results) documentation (Sinan)

- The meeting protocols and summaries cannot be published on the wiki as they are.
  - o Everyone should revise these by next week
  - o Laura Z. checks whether this has been done
- The lab documentation will first be collected in a Word document and then transferred to labfolder when we have the licence
  - o Daliah takes care of the licences with Jörn
  - o Everyone should create an account for Labfolder and test the programme
  - o There is a good explanation of the programme on the website
- The results of the experiments should be documented directly in the laboratory on the same day
  - o handwritten in the notebook and transferred directly to the Word document or software
  - o Do not take lab books out of the lab
  - o In a presentation, all results should be presented quickly and clearly
    - Each slide should show the result with the most important information (which experiment, aim, protocol, evaluation)
    - Images already labelled
    - Collection of results ready for publication
    - Use the presentation for trouble shooting
    - update continuously
    - Cloning included for us, but not so relevant for the wiki
- Gel images are not sufficient as results of an iGEM project
  - o characterizations and downstream applications are important
- Coordinate texts for the wiki
- Create sample texts to show how the texts should look
- Wiki Freeze: invite former participants, etc.
  - o the day needs to be organized
- Allocate which team is responsible for which page
  - o Text coordination when the page design is assigned
- Texts already collected in a table at Orga
  - o transfer to the list from Sinan (Laura H.)

- All texts should be collected in a central location in an organized manner

**INFO:** Teams have been tidied up a bit, please keep the sub-teams organized so that people outside your team can also find their way around.

- Public Outreach and Sponsoring should tidy up the folders themselves

**INFO:** Poll about the team evening on WhatsApp, please vote

**INFO:** Mail to Jörn: please write to Laura Z. by this evening about what else you absolutely need from him. He is on holiday, so please only send important things.

- We need an MTA (Material Transfer Agreement?) for the Addgene plasmids. Christian Rückert says it goes through the administration. Kristian Müller said that it takes a long time. Is there another possibility?
- What do we have to do at Jörn & Niehaus' farewell party?

**TOP:** Question for Sinan - Public Outreach channels? (Laura H) -> see comment

## WET LAB

**TOP:** 2 Integra pipettes squeak (Fabian)

- We ask Jan Hoffmann from Integra

**TOP:** When Pipetting cup? (Fabian)

- Create a poll (Fabian)
- Ask about the Plate Reader (Fabian)
- We have to book the devices from AG Müller if we want to use them

**TOP:** How exactly should the chemicals from Jörn's lab be documented?

- Enter consumables from the warehouse in the list; report chemicals to the lab manager (Lars?) as soon as they are empty; enter glassware from the lab in the list
- Chemicals are not documented in this way AG Kalinowski
- We have to ask AG Müller again

## DRY LAB

**INFO:** From the wiki team: Please start documenting the engineering cycle in detail (research, cloning...)

- We can start this at the Dry Lab meeting (Dienstag, 17.06.2025 at 15 o'clock)
- One version: detailed and with pictures, second version: short cut

**TOP:** Modelling (Laura H)

- Want to ask Hoffmann if their programme can help us
- We need to think about interaction when modelling
  - o The Wet Lab design should be based on the modelling
- Ask Andrea Bräutigam or Petra Lutter
- Programme: David Baker's (→ simulate RNA interaction) or Rosetta
  - o Could ask David Baker for an interview

## SPONSORING / FINANCES

**INFO:** During the next meeting on Tuesday, we will discuss which material we need from which sponsor

**INFO:** Everyone lists what was in the parcels and checks whether it matches the delivery note

- Create an excel list (Marielle)

## PUBLIC OUTREACH

**TOP:** Who signs the Greiner document? (everyone or one person for the team?)

- We ask Greiner how this is supposed to work

## Tuesday, 10.06.25, Tim

### ORGANISATION

**TOP:** Current status / next steps

- Paris will be organized before Jörn leaves
- Do we need three comparison offers?
- Presafety form submitted – next deadline: July 30.

**TOP:** Future ordering responsibility

- Lutz Wobbe and Gertraut Lehmann will likely take over orders via SAP. Two team members will act as liaisons: Fabian and Laura Z.

**TOP:** Upcoming dates / deliverables

- Promotion video is next → Michael from last year's team will support us tomorrow.
- Farewell for Jörn and Karsten: June 27 at 2 PM.
- We need to clarify with Jörn what we're expected to prepare/do and when to be there.

### WET LAB

**TOP:** General

- FBS is stored at -20°C next to the -80°C.
- Cell culture introduction: Monday at 10 AM.
- Cancer cells from Aachen will be postponed → maybe use frozen ones.
- Huh-7 cells from Heidelberg or local medical faculty.
- For miRNA profiling: be mindful of cell age.

**TOP:** Lab documentation

- Labfolder preferred over Word (can export); clarify license situation with Jörn.

**TOP:** Lab plan entry

- Everyone should enter their availabilities – it's non-binding, just for planning.

**TOP:** Ordering status

- Primers ordered
- Addgene plasmids pending material transfer agreement (needs university sign-off)
- NEB orders are ready → can be sent tomorrow

**TOP:** Today's lab intro in G01

- Some prep already done
- Documentation should be centralized → for now in a Word file

## DRY LAB

**TOP:** Current status / next steps

- Plan cloning so the full sequence can be ordered in one piece
- Keep modelling in mind – Nils is currently sick

## CREATIVITY / DESIGN

**INFO:** Tomorrow, many team members should be present to plan with Michael

## HUMAN PRACTICES

**TOP:** Interviews

- Dr. Heilmann agreed to let us film the meeting  
→ June 23, 3 PM, Niels-Stensen Clinic, Harderberg
- Reserve camera ASAP (Max will do it)
- Max, Fabian, Tim, and Daliah will go

**TOP:** Update Meeting with Bartneck was last Friday

- Dr. Ataseven from Lippe Clinic is also open for a meeting
- Need to consider what topics are still missing → e.g. safety/security/patient perspective

**TOP:** Documentation (for all, especially Wiki/HP)

- First draft versions exist – now we need to improve formatting
- Each subteam should think about what their Wiki sections should look like.
- HP is a good place to start.

## SPONSORING / FINANCES

**TOP:** General

- Some product sponsorships secured
- Plasmid Factory is also supporting us financially
- Financial accounting is taking some time
- Dry Lab should double-check what sponsor products are needed
- Meeting with Faust person tomorrow at 1 PM – who's attending?
- Stemcell shipment expected to arrive today

## WIKI

**TOP: General**

- Lilli explained how the Wiki system works
- All texts should use "First author et al." citation format
- Sources need to be saved in BibTeX
- Someone should write a sample text and export sources from Zotero
- All photos should be collected separately, and referenced in the text

**PUBLIC OUTREACH****INFO:** Meeting with the university's communication officer on Thursday

## Tuesday, 03.06.2025, Max

**ORGANISATION****INFO:** Jörn can award credit points (ECTS) until the end of the month. Please write your 5-page report and email it to him together with your matriculation number, the module you want the credits for, and a suitable project title. The list of topics is in "Teilnahme\_Teammeetings." (Fabian)

- Each and everyone on their own

**TOP:** Teambuilding next Thursday: Bingo karaoke at "Mutties Bierstube" (Fabian)**TOP:** Plasmid Factory at 9:30am

- Daliah/Tim/ Max/Fabian/ Marielle

**TOP:** Next Teambuilding Meeting Laura H und Marielle? (Fabian)

- Sommerfest 27.06., do we need another Teambuilding?
- Picknick!

**TOP:** Labfolder software so far (Fabian)

- Can export everything as pdf (takes very long and doesn't work sometimes), limited sorting options, weird handling, very modular, microtiter plate simulator, easy drag and drop of pictures and tables, labeling on pictures in the software. (Fabian)

**TOP:** Presafety und CheckIn Forms (Laura H)

- Presafety Form ist fertig, Jörn keine Rückmeldung -> trotzdem abgeben?
- CheckIn Forms einmal abchecken Donnerstag im Orga Meeting -> mit Sinan?

**WET LAB****TOP:** Are there any PCR tubes, Tape, etc. left from last year? (Marielle)

- No, we need to order

**TOP:** Which Microwell Plate from Stemcell? (Daliah)**TOP:** Huh7 cells from Thoms Lab Bielefeld (potentially contaminated)**TOP:** Huh7 cells from Heidelberg (living in T25 flasks)

- Well get the via quick shipping
<b>WIKI</b>
<b>TOP:</b> Texte: how to write, so they are ready for the wiki? Long continuous text? With many bulletpoints? A mixture of both or both for alternative views? (Fabian)
- Wiki Meeting
<b>TOP:</b> Where are the other texts. The "Texte" folder is almost empty. (Fabian)
- Texts saved in wiki channel
<b>PUBLIC OUTREACH</b>
<b>TOP:</b> Survey Posted on Insta/Linkedin/Slack? (Fabian)
- Not yet, idea to rework (less text writing, more multiple choice) (Jessi)
<b>TOP:</b> Who can we contact about the MINT summer? (Marielle)

## Thursday, 22.05.25, Laura Z

<b>ORGANISATION</b>
<b>INFO:</b> Laura Z coordinates iGEM info email inbox, sub teams → check your corresponding inbox folders!!!
<b>HUMAN PRACTICES</b>
<b>INFO:</b> Max made the „Stress-Survey“ for BFH
<b>SPONSORING / FINANCES</b>
<b>INFO:</b> Daliah contacted more possible sponsors from Bielefeld
<b>PUBLIC OUTREACH</b>
<b>TOP:</b> Proposed dates for Greiner Bio-One regarding the social media representative
- team Public Outreach coordinates date

## Tuesday, 20.05.2025, Jessi

<b>ORGANISATION</b>
<b>INFO:</b> Trains for BFH Weekend
- Meeting on Friday: 6.20 at Bielefeld main train station (Bakery)
- Start: 6.41 (platform 4)
- Ticket owner: Laura Z.
- Sunday: 18:09 train back from Frankfurt airport station
<b>TOP:</b> Feedback Poster
- Team Acknowledgement further on top

- Font a little bit larger
- More Disease relevant information: Why is TNBC a relevant disease, how deadly is it? Why is there a need for a new therapy?
- Mascot placement a little bit random
- FACS a bit outdated procedure
- No clear path/ differentiation between topics difficult -->Proposal: coloured background
- Graphics look very nice
- Colour concept very nice, maybe a bit critical for red-green weakness -->Tip: There are platforms to check if problem with red-green weakness
- Visually appealing
- First paragraph: emphasize that we are doing something actively (=working on the project)
- First paragraph: long sentences hard to read → Two blocks better
- IRES structure visualization via alpha fold maybe better
- A bit crowded (but probably inevitable due to amount of information)
- Title: bigger font → more readable from distance → could attract more people to come and read poster

**TOP:** Trial Talk before team members and outside audience

- How will we make sure that nanoparticles reach cell/ cell inside/ cells inside the cancer
  - o answer: circRNA more stable, could penetrate layer by layer, more suitable for 3D
  - o counter problem: nanoparticle maybe not specific enough but there are possibilities for targeting → delivery only one problem
- How does pore form?

**TOP:** Feedback Presentation

- Good presentation
- Citation: good entrance but a little misleading (connection to project)
  - o Answer: soll nur zeigen wie blöd alles bis jetzt sein
  - o Question from audience: What about a video as entrance? à Jörn: could be a bit much, citation more moderate
- Assume quite a bit of background knowledge -> could lead to problems (understanding of project, mechanism ...)
  - o One slide that should explain TNBC (difference to healthy cells, ...) like on poster
- If no full sentence: no period in the end (e.g. "A two-component ...")
- "A two-component ...": Too much going on colour/ fading in of words (Speaker should say it simultaneously)
- Less invasive (surgery) à selling point

- miRNA
  - o Pronunciation: "my RNA" (not m-i RNA)
  - o miRNA profil: emphasize that these are only in cancer cells
- Illustrate target RNA clearer
- Add page number
- Shade cell down -> better visible RNA etc
  - o More contrast via shadow of letters
- Hoffmann/ Xie slide-in:
  - o better presentation: we wanted (more) information à we asked expert
  - o clearer motivation as to why we talked with Hoffmann
- IRES on: blocking of IRES not so obvious as it needs to/ should be
- Ribosome almost looks identical to Protease --> could lead to confusion (but different colours should be differentially enough for now)
- TEV Protease Linker
  - o Visually should change more than just colour (e.g. form) since purposeful exchange
  - o Colour should maybe be the same/ similar to Protease
  - o à paint something so change is more obvious
- Cleavage
  - o More visually e.g. Break linker in half
  - o Leave remnants
- Keep riboswitches in picture à distinguish maybe better
- Pore: Should be clearer
  - o Illustrate cell death: arrow pointing outwards, skull to visualize death, different shade (less colours), insides pouring out
- Best part collection: IRES hard to see
  - o Darker background -> higher contrast
  - o IRES with a border
- Tip: Slide master (could save some MBs)
- Team-member-Slide:
  - o Scalling not the same (font size)
  - o "Head of..." not visible/ readable
  - o Distinction between Laura Z. and Laura H.?
- QR code deactivated -> problem
  - o Use QR code generator that only generates code for the website it should lead to

Thursday, 15.05.25, Hannah

#### ORGANISATION

**INFO:** BFH check in, Doro not in team --> but Doro in team (everything settled)

**TOP:** How is Sinan's message in teams meant? Delivery now on 16.05. or on 21.05.?

- Check-In until 16.05, deliverables were extended to 19.05, will be extended to 21.05
- on 16.05. we submit the current status, but then we submit it on 19.05. and finally on 21.05. (always 23:59)

## CREATIVITY / DESIGN

**TOP:** People assigned to present the presentation at the BFH

- main people: Doro, Tim & Laura H
- Back-up: Laura Z, Marielle, Daliah

**TOP:** Presentation of the presentation & feedback

- TO-DOs
- Change PowerPoint so that it only continues by clicking
- For BFH: download presentation & do not use the online version
- Make fonts uniform, thick is always easy to read
- Steal detailed images directly from the iGEM website (right mouse click, open image in new tab, save)
- Try to understand IRES modeling images
- Feedback presentation
- p. 2: composite quotes are stupid (not a common term, confusing, makes no sense) → rather individual quotes with "[...]", pick out keywords, "People describe this as ...", quotes individually as bullet points, summary of the quote content
- p. 4-7: restless background & color effect makes it sometimes more difficult to read the text, on the text slides generally a lot happens → make it a bit more minimalistic (consider limits of how much people can perceive at the same time), make texts larger always good, if necessary. Make the text in a box again at the end/make the background very pale so that the text is easy to read (p. 6 is easy to read, but no red effect on the text)
- p. 11: the colorful text effect is good here because the background is white
- p. 13: that's not a good sentence yet lol, but we already know that ourselves
- For illustrations in general: it's better to label the cells etc. even more. (note that people have no idea) → Create basic knowledge
- p. 15: sentence with liquid nanoparticles → word "nanoparticles" at the beginning, so that people can check directly, nanoparticle illustrations → the one with the thick border is best (but all are fine)
- p. 16ff. : since the cell illustration (brown) → maybe the contrast of the white font is higher, but maybe their projector is better, so you can still read it
- When switching → make it clearer that you are switching from switch 1 to switch 2 (zoom-out or something)

- p. 26: you don't have to make a citation under duress → an arrow or similar as a symbol for knowledge is sufficient (citations for the wiki would be nice, but there's still time)
- For IRES animation: always leave the turquoise strip labeled, always leave toehold on (no legend, but leave labeling on throughout) or always leave things labeled (also for TEV transcription)
- p. 36: make it so that TEV is directly in the picture and then make an arrow next to switch 2 that points to the gas dermin that is created on it (this saves a lot of slides)
- p. 49: for the aesthetics → always nicer if writing is not in the background before points of the graphic; label & explain gasdermin & linker better
  - If necessary, swap slides of the switches so that the synthesis of the gas dermin is shown first → avoids people not checking what the protease is supposed to do at the beginning
  - Back-up slide or general explanation of the gasdermin concept, otherwise always a nice transition by referring people to our poster & stand
- p: 65ff: Lamps should light up more (if this is possible); if necessary, make it clearer that this is now the experimental design; explain MITA & HCV IRES
- Feedback poster:
  - Has been approved
  - When to print? → Monday, 19.05.2025
  - Don't mention sponsors yet, because no contract yet & they don't get any advertising space until they have a contract
  - IRES modeling pictures are pretty, but nobody has a plan of what's going on
  - TOP: Steering committee meeting things
  - How to bring in sponsors if there is no contract yet?
  - Present as interested parties

## Tuesday, 13.05.25, Fabian

### ORGANISATION

**TOP:** Vote on the Indian applicant who wants to become our advisor (Laura Z.)

- Sinan also doesn't know him
- He'll be removed again

**TOP:** BFH Presentation / Poster reviewed

- Why is ours better?
- HCV IRES, therapeutic potential, comparison
- Modeling

- Describe the disease in more detail with illustrations, transition into our marker selection
- Automate the content as much as possible
- Current facts are too boring, lack background:
  - o Survival rate
  - o Address current therapies directly
  - o Why is our approach better?
  - o Include diagnostics
  - o Use data from German Cancer Registry / RKI / WHO
  - o Highlight our cancer therapy platform
  - o Lena's discussion remains unresolved
- Trigger emotions – stock images?

**TOP:** Steering Committee

- Roughly estimate costs in the presentation
- Ask Jörn about hostel and team t-shirts

**WET LAB**

**TOP:** General

- The cell culture team needs to contact Melanie from Greiner Bio-One regarding the items we need, or simply send her a list of requirements – she will then suggest suitable products.
- Where to get glassware?
- Either from CeBiTec or the AG Müller (glassware storage).
- Everything is stored in the iGEM room.
- Cart from Hammer or CeBiTec?

**DRY LAB**

**TODO:** list for ratiolab supplies ready? Deadline 20.5 (Daliah)

**PUBLIC OUTREACH**

**TOP:** General

- Is the letter for Nanopore possibly already finished? → It's done! (Hannah)
- Greiner Bio-One would like to create a joint contribution with us, but the details have not been discussed yet.
- @Sinan, have you uploaded the pictures from our first bowling meeting somewhere? (Hannah) → uhh

Thursday, 08.05.2025, Nils

**ORGANISATION**

### **INFO: Survey for Shirt Size**

The vote for T-shirt sizes has been completed

#### **TOP:**

QUESTION: Preparation of virtual Pre-BFH-Meet-Up needed?

→ Still unclear

QUESTION: When should we do the "How to Judge" Workshop? Before the BFH? → Probably after the BFH

Question: Biorender licence? (Fabian)

→ Still under consideration

### **WET LAB**

QUESTION: Everything fine and clear because of the laboratory clean up?

→ Everything is running smoothly

### **DRY LAB**

**TOP:** Pitch of the Cloning Plan

The cloning strategy pitch has been held

**TOP:** Is the "pseudo dry lab" regarding Switches and Gasdermin in the pipeline?

→ Nils will try to make some progress next week. Gasdermin is already finished.

**TOP:** has everybody joined the iGEM Thinlinc group?

→ Almost everyone; Laura H demonstrated how to register with myCeBiTec

### **CREATIVITY / DESIGN**

**TOP:** What is the status quo of presentation/ poster? How far did you get? Die → The core idea has been developed, but implementation is still pending

## Tuesday, 29.04.2025, Daliah

### **ORGANISATION**

**INFO:** No Meetings on Thursday!

**TOP:** Lab-clean up at Friday, 09.05 2pm

**TOP:** Review text for LabSupply muenster

- Laura Z will write the text

**TOP:** Geneious problems fixed (Fabian)

- use VPN with cebitec Login

**TOP:** Who else is having issues with the tokens not working outside of operating hours when you're outside? I'm thinking of writing a group email (Hannah)

- They're not working for Marielle and Tim either, Doro's is still missing

**TOP:** Lab Token

- The token form for F/E needs to be signed by Kristian
  - o Laura H Deals with that
- TOP: Pre-BFH meet-up
  - o so far a time poll has been created by Frankfurt for Friday 9.5., to vote on
  - o everyone voted with a (Bielefeld) behind their name

**DRY LAB**

**INFO:** If there are any Ratiolab products you'd like (I received the 2025 catalog), please forward your requests to me (Daliah) – they're sponsoring us

**INFO:** The description for the BFH poster is finished

**INFO:** Primer order – Christian Reed-Rückert, in case he'd like to take care of it again this year

**HUMAN PRACTICES / PUBLIC OUTREACH****TOP:** Meeting with medical experts (Tim)

- Two people have responded (one from the Breast Center in Bielefeld, one from Hannover)
- Tim will send them a project description

**INFO:** Pre-meetup planning is no longer needed – Frankfurt is taking over

**TOP:** Jörn's farewell text

- It's mostly finished (maybe one of the team leads could take another look)
  - o in Public Outreach folder
- Sinan said its fine

**SPONSORING / FINANCES**

**INFO:** Sparkasse is not Sponsoring this year

**INFO:** Deliverables for Cultivarium and Promega Sponsoring-competition are done

## Thursday, 24.04.2025, Max

**ORGANISATION****TOP:** Can we be added to the iGEM-ThinLink folder? (Marielle)

- Laura will write an email to Jörn
- Anything needed from Jörn should be communicated to Laura Z

**TOP:** Jörn has booked train tickets for us (Laura Z)

- Departure: 06:41 AM from Bielefeld Hbf
- Return: 18:09 PM from Frankfurt Airport Fernstation (!)

**TOP:** We need different teams for the Wet Lab (Laura Z)

- Waste & autoclaving: 2 people
- Cell culture: 2–3 people
- Lab lead: 1 person

**TODO:** find the head-of`s for the subteams

- not really nessecary if it works anyways

### DRY LAB

**INFO:** Project Information will be done tomorrow (Laura H)

### CREATIVITY / DESIGN

**INFO:** our project name is „**Collective**“ 🌈

**TOP:** We picked a slogan **Collective: Expression by triple miRNA detection**

- Team did not like the slogan

**TOP:** New Slogan Team poll

- 1) Collective: **RNAs select – we switch and detect** -> 8 liked it aka new slogan yeah
- 2) Collective: Triple input, selective expression/targeting
- 3) Collective: Expression by triple miRNA detection

## Tuesday, 22.04.2025, Marielle

### ORGANISATION

**TOP:** Set a deadline for the To-Do's

**TOP:** Everyone should bring a snack to the team meeting on Thursday

### WET LAB

**TOP:** When do you have a wet lab meeting? (for organization, cleaning, clearing/set-up, etc.)

- When Drylab has presented the project (we will discuss this on Thursday)
- Pitch the project to the others

### DRY LAB

**TOP:** Can we order the primer, etc.? (Fabian)

- Orders via Jörn → ask how the ordering process works in general

**TODO:** write a long email with all your questions to Jörn → this week (Drop by on Thursday) (Laura Z., tomorrow lunchtime)

- In general, that we now have something to order → Who is our contact person? Where do we want to order? → Sigma? Quality of the primers
- gene syntheses are ordered differently Wo wollen wir bestellen?

**TOP:** Visualisations: schematic visualisation, which steps are necessary → write lab plan (flow chart) for us and the wiki

- We will do this on Thursday in the dry lab meeting)
- create templates for the lab, where the lab results can be entered
- Plasmid overview (plasmid cards)
- create experiment masks (date, time, what is the input material? Full plasmid name, which clone?)
- Write lab notebook: on Word in teams promptly, as a central record (everyone has digital access to it) and a small lab book in paper format for everyone individually

**TOP:** Fill in primer and synthesis table (Team Dry Lab)

### CREATIVITY / DESIGN

**TODO:** Create an introduction video, team name, merchandise and co for BFH

### HUMAN PRACTICES / PUBLIC OUTREACH

**TODO:** answer the question, "How would another person describe you in 3 words?" in the fact sheet for each other (Deadline, 22.04. 24 Uhr)

**TOP:** Nanopore (possible marker: unprocessed miRNA) → Sponsoring question until 24.04.2025 → English, 350 characters (Hannah)

- talk to Jörn

### SPONSORING / FINANCES

**INFO:** Promega is delivered

### HARDWARE / SOFTWARE

**TOP:** Genious Server → Why is it not loading?

## Thursday, 16.04.25, Laura Z

### ORGANISATION

**TOP:** Pitch for the Special Prizes (Laura H)

- Ideas for special prizes: Safety & Security, Composite Part, Basic Part, Part Collection
- Education: Synbio, iGEM, stress in iGEM → target group are iGEMers
- Voting at a later point in time (in a few weeks)

### DRY LAB

**TOP:** Stefan Albaum managed the geneious cloud

- guide on teams
- shared files
- Orders from IDT, Add Gene and Sigma Aldrich planned on Tuesday 22.04

## CREATIVITY / DESIGN

**TOP:** Voting on colour schemes and Introduction video ideas for BFH (Laura Z)

- colour scheme: 4 won → team creativity will look into exact colours, maybe change them a little bit
- Introduction video: animals

## HUMAN PRACTICES / PUBLIC OUTREACH

**TOP:** When will you ask the members to fill out the Steckbrief? Could you recycle the Steckbrief for the Team Wiki?

**TOP:** Instagram introduction post doc until Tuesday 22.04

- Doc: Public Outreach (Dateien) > Social Media > Insta > Steckbriefe\_Einzelpersonen > Datei "Formular Einzelpersonen Vorstellung"
- copy Template, fill it in, upload it in the same file as the template
- Announcement in „Allgemein“ so everyone knows how to fill it in
- E-Mail from Julia Bömer regarding Reels for Instagram and press announcement -> team public outreach will answer in future

Tuesday, 15.04.2025, Laura H

## ORGANISATION

**INFO:** Some summaries of protocol are missing. (Jessi)

**INFO:** Attribution Form is open now. Remember to not press 'Submit Form'!

**INFO:** Before Oligo/synthesized sequences will be ordered, let the advisors double check

**TOP:** Publish texts, data, information, etc. on teams, the supervisor have no overview about your activities

- Please provide more information beyond private chats for the advisors to comprehend

**TOP:** Lab Safety Introduction by Prof. Mueller

**TOP:** E-mail setup for Team mailbox

- Mailbox set up for all (Thunderbird/Webmail)
- Please only move mail that have been processed
- Beware of the spam Mails, some surpass the Filter

**TOP:** Is your teambuilding April 2025 planned and organized?

- Yes, we have an internal organization system.

**TOP:** Talking to Stefan Albaum about the Genius Cloud set up

- There has been a previous structure that could be enabled again
- Lilliana will talk to Stefan Albaum about it

- Instructions for set up in "Technik und EDV"
<b>DRY LAB</b>
<p><b>TOP:</b> Pitch of our Experimental Design</p> <ul style="list-style-type: none"> <li>- Subgroups for Switches, miR-Expression system and Gasdermin-Therapy will be formed</li> </ul>
<b>HUMAN PRACTICES / PUBLIC OUTREACH</b>
<p><b>TOP:</b> Problem: Can´t open data with iGEM Logo --&gt; only white screen (Jessi)</p> <ul style="list-style-type: none"> <li>- Logo adjustment for our Team Instagram profile, but there is just a blank white Window opening</li> <li>- probably an issue with the data format</li> </ul> <p><b>TOP:</b> Which photo do we want to use for our team introduction post? (Doro)</p> <ul style="list-style-type: none"> <li>- Polly is in the making</li> </ul> <p><b>TOP:</b> Report of Bernd Hoffmann meeting</p> <ul style="list-style-type: none"> <li>- Very exciting, finds our project challenging</li> <li>- Likes to stay in contact and help us with further questions</li> </ul>
<b>WIKI</b>
<p><b>TOP:</b> Please ask your questions for the Wiki installations</p> <ul style="list-style-type: none"> <li>- Beware of sketchy websites</li> <li>- Questions to Lilliana</li> </ul>

## Thursday, 10.04.2025, Jessica

<b>ORGANISATION</b>
<p><b>TOP:</b> Equipment lending</p> <ul style="list-style-type: none"> <li>- Note: voucher of professor for each team member --&gt; needed for lending equipment of BITS</li> <li>- Needed for usage of equipment/ rooms of multimedia lab --&gt; important for creativity team</li> </ul> <p><b>TOP:</b> Distribution of BFH-Deliverables (Laura H)</p> <ul style="list-style-type: none"> <li>- Official Deadline: 16.5.</li> <li>- Top: Poster (DINA1) and 10 min presentation <ul style="list-style-type: none"> <li>o Team Lab: content --&gt; Team Lab Deadline: 25.4.</li> <li>o Team Creativity: Design --&gt; Team Creativity Deadline: 9.5.</li> </ul> </li> <li>- Team Wiki: Titel (15 words), Abstract (150 words) <ul style="list-style-type: none"> <li>o Deadline: 9.5.</li> </ul> </li> <li>- Booth organization</li> </ul>

- Possible giveaways --> Team Creativity
- Modelle
- Deadline: 9.5.
- Short team description video (not professionally)
- For further information: Task list (deadlines one week before official iGEM Deadline)

## CREATIVITY / DESIGN

**INFO:** Input/ idea from team member: Creation of Zoom Meeting background for HP Zoom interviews

## HUMAN PRACTICES / PUBLIC OUTREACH

**TOP:** Meeting with Bernd Hoffmann

- Meeting tomorrow 9am
- Daliah, Doro, Fabian and Tim will be attending
- Transcript: Fabian
- Presentation: Tim

**TOP:** HP workshop from Lilliana

- key points:
  - reflection, responsibility, flexibility
  - Consideration of influence on environment, science and oneself
  - Ethical and safe behavior
- Feedback group should be considered
- Important: no false hopes/ no false promises
  - > Especially when talking with patients
    - Therapy will not be available any time soon if at all
    - Consideration of emotional well being
- Documentation and attribution
  - Audio or notes --> summary afterwards
  - Attribution should be updated regularly
  - Pictures if okay
    - if not: symbol as representation of person/ interview
    - Children: Security of identity --> censor

**TOP:** Input/ idea: Evaluation of stress/ stress relief (during iGEM)

- Mental health is important
- Consultation of psychologist
  - > Education/ Public Outreach?

## SPONSORING / FINANCES

**TOP:** Report on Lab supply fair

- Flyer distributed
- Business cards obtained

- Mixed opinions from businesses
- Obtained a lot of possible useful things
- Pipettes: possible exchange of old ones with new ones (integra)
- Learnings:
  - o Always get a business card for future possible outreach
  - o Good: documentation which stands were already visited by other members

**TOP:** Brochure

- Old picture was switched with new one (all team members present)

**EDUCATION**

**TOP:** Judging Handbook Quiz with Special Price

- Kahoot quiz, content: first three chapter of judging handbook
- Winner: Jessica
- Price: Bag with goodies

## Tuesday, 08.04.2025, Daliah

**ORGANISATION**

**INFO:** Village selection is open. (Laura H)

- we still have time to choose

**INFO:** Teambuilding Meeting Survey

- Next Teambuilding on 24th April -> movie night

**TOP:** Who will join the BFH meeting in Frankfurt / who doesn't have time? (Laura Z)

- Poll from Laura Z

**TOP:** When will the next Steering Committee meeting take place? (Kathleen)

- We still have to ask Kristian -> have to write an Email (Fabian)
- After the easter holiday

**INFO:** Next Teambuilding on 24th April -> movie night

**WET LAB**

**TOP:** General

- beginning of cleaning: date for introduction to all the things, meeting with all people
- safety check from Kristian will be prepared for next Tuesday (15.4)

**DRY LAB**

**TOP:** Problems and more Problems (Laura H)

- Interview with Xie: the concentration of mRNA is low

- problems with detection
- IRES not sensitive enough
- Not enough output
- Switch1 is practically unusable (according to Xie) because mRNA levels in the cell are too low and the IRES is not particularly strong (miRNA concentration in the cell must be very high, comparable to miR-21). NOT-gates are better because they are more sensitive.

#### Solution 1: Inhibitory principle

- o Not – gate destroys Inhibitor
- o HCV IRES is always expressed and due to this the Inhibitor can be produced
- o NOT – gate activated -> no Inhibitor

#### Solution2: OR-Gates

- o Only one switch with OR – Gates

#### Solution 3: Multiplex

- o A lot of sequences of the mRNA can be detected

#### Solution 4: Rolling circle Translation

- o Need to be activated only once
- o Higher output for less mRNA

**TOP:** Is there any data for the concentration of the mRNA in cells?

- Single RNA seq data

**TOP:** Any data for the IRES (what concentration is needed?)

- Dry lab team will discuss about it till thursday
- Beginning with an easy system and optimizing it, adding the other things to the final easy system
- Focussing on therapy – which enzyme?

### HUMAN PRACTICES / PUBLIC OUTREACH

**TOP:** Group and individual photos for Instagram (Marielle)

**TOP:** Who will take care of the Team Profiles?

- Public Outreach team (to be coordinated with the other members)

### SPONSORING / FINANCES

**INFO:** Meeting with Michaela Bienert on May 5th at 1 pm  
(Tasks listed in the contribution: Sinan Zimmermann: Meeting with Michaela Bienert)

### EDUCATION

**INFO:** Daliah uploaded a list of suggestions to Teams (Laura H)

## Thursday, 03.04.2025, Fabian

### ORGANISATION

**INFO:** Please check out your Individual Orga Tasks (Team Roster, BFH, Accounts, etc) (Laura H)

**INFO:** Translate the protocols in English after the meeting and fill out the short protocol (Fabian)

**TOP:** Communication and Human Resources (Laura H)

- Communication problems: say when you don't have time or aren't coming to the meeting and edit the list accordingly. Also, with deadlines we won't wait for anyone anymore.

**TOP:** Team photo (Laura Z/ Hannah)

**TOP:** Lab Supply Münster Orga (Laura Z)

- Who is going to join?
- If you join us look at the Handout

### CREATIVITY / DESIGN

**TOP:** Printing of flyers (Friday) (Laura Z) + Bfh Flyer (Fabian)

- how many? → 100
- Format? → DinA4 -> folding?
- where is the „Zentrale vervielfältigungsstelle? T or V?

### HUMAN PRACTICES / PUBLIC OUTREACH

**TOP:** Xie Meeting tomorrow 8:00 via Teams

- Meeting planning
- Who has time?

**TOP:** Preparation for Hoffmann Interview 11.4

- Who is going to join for the interview
- Question catalog

### SPONSORING / FINANCES

**TOP:** Text for Flyer (also die Project description) formulate easier (Hannah)

- Pricing (Gold/ Silver/ Bronze/Platinum)
- Color scheme
- Logo
- Photos
- Socials
- contact

**TOP:** Not enough people in SPONSORING / FINANCES?

## Tuesday, 01.04.2025, Hannah

### ORGANISATION

#### **TOP:** Paris (Laura H)

- The team from last year has already chosen accommodation for the Paris trip at this time, should we do the same? Maybe we have a better chance of finding something reasonable this early
- problem: you can only book the train four months in advance
- Jörn always waits to book until shortly beforehand in case someone jumps off (otherwise it's bad because it can't be cancelled)
- Plan: Finding a cancellable offer early would be great (with the argument that Jörn is retiring in summer) → woman from finance department with credit card takes care of it

#### **TOP:** Tiny project pitch for Kathleen und Sinan

- postponed to Thursday

#### **TOP:** Registration for the BFH European Meet-Up opened

- everybody please register (website is under construction, stay tuned, follow us on insta!)
- done & those who were not present please catch up (was communicated on WhatsApp)

#### **TOP:** When will the teams meet (final)?

- Public outreach will meet Mondays, 18.15-20 o'clock
- Human Practice Fridays 12-14 o'clock
- All sub-teams decide for themselves whether only online/only presence/hybrid

#### **TOP:** Meet and Greet with Joachin

- student from Argentina, who is now doing his master's degree here (what did he do as a bachelor in Mexico (??)) has experience with creative stuff and film and stuff & would like to have a look at this
- we showed Joachin the video of Tim & Fabian's hackathon
- everyone introduced themselves briefly & we explained our rough plan (mainly creativity team) and project to him
- may be able to do an internship here at CeBiTec, but has to decide soon

#### **TOP:** Synbio workshop Part III by Sinan

### WET LAB

#### **TOP:** Lab access? (Fabian)

- in general, the lab will be freely available from next week
- we need a safety instruction first
- first clean the lab together & then set it up
- in the meantime, inventory can be viewed, orders can be placed

- beforehand, Steering Committee meeting to present cloning? → Sinan says rather not necessarily wait for Steering committee, as it is not our responsibility to arrange a date for it

#### CREATIVITY / DESIGN

**TOP:** Team-Photo on Thursday

- at 18 o'clock at the beginning of the meeting
- please wear something simple, monochrome without a bold print:)

#### HUMAN PRACTICES / PUBLIC OUTREACH

**TOP:** Update about Interview with Prof. Xie and the other

- did not take place (technical problems = Zoom somehow does not work well in China) → should take place at the next attempt via Teams, which should actually work in China
- Fabian has written to him & communicated possible dates, but no answers yet
- Bernd Hoffmann has answered (paper about IRES blocker with cool experimental design) → Zoom on 11.04.2025 at 9-11 am

## Thursday, 27.03.2025, Doro

#### ORGANISATION

**TOP:** Set Team Meetings starting next week (Laura H)

**TOP:** repeat parts of last meetings Pitch for Sinan? (Fabian)

**TOP:** Snappgene and Geneious access? (Fabian)

**TOP:** Synbio-Workshop by Sinan

#### HUMAN PRACTICES / PUBLIC OUTREACH

**TOP:** For the advisors: Last tips for the Interview? (Fabian)

- Ask if you can record the whole interview via „zoom screen recording “
  - o If no recording is possible: ask at least for a nice picture of the zoom screen for your wiki
- Don't be shy to ask your questions!

#### SPONSORING / FINANCES

**TOP:** Preparation for Lab supply Münster (Fabian)

- Ordering Tickets

## Tuesday, 25.03.2025, Tim

#### ORGANISATION

**TOP:** Project Pitch of the team (Team)

- We got feedback from Kristian & Sinan
- Notes are in the comments in the Powerpoint (Plasmid-Design\_Ideen)

**TOP:** weekly meeting of the sub teams (Fabian)

- Our idea: For some teams it is hard to plan, so maybe we should decide spontaneously every week
- Kathleen says, defined dates are easier, especially later in the project. When everybody is busy in the lab, set dates are necessary.
- How has not yet the survey, needs to do it now!!!
- Results of the survey are in teams: Allgemein>1) Meeting\_Protokolle>Team meeting\_Auswertung

**TOP:** Team Heidelberg has messaged again about the iGEM Germany meet-up (Laura H)

- There is a survey for dates
- Almost every day in July and August is possible
- It is hard to say now. Too far in the future

**TOP:** Flyer für Messe (Laura Z): Ask im Media lab to take pictures of us with lab coats for flyer, maybe next week

#### DRY LAB

**TOP:** We have access to 15 Geneious & 20 Snapgene Licenses ready (Sinan)

- Ask Liliana for a central Data Bank for better coordination / working together

#### CREATIVITY / DESIGN

**INFO:** Meeting with Making Media Space -> be aware of taking photos (group and each person) in the next week (with laboratory coat or white T shirt with iGEM sticker)

- Tomorrow Hannah & Laura Z will organize with Nils (from the media lab), that somebody will take a preliminary Group Photo of us next week.

#### HUMAN PRACTICES / PUBLIC OUTREACH

**TOP:** Questionnaire for Xie

- The human practice team is taking care (Tim)
- How to interview an expert? (Sinan)

**TOP:** Take the Social Media Account from iGEM 2024 → All posts from last year's team archive, delete the Highlights? (Hannah)

- Move all highlight in one folder and name it 2024
- Archive all posts
- Start our own Instagram presents (introduction)

#### SPONSORING / FINANCES

- Send the application for sponsoring to Promega (Daliah)

- Ask Sinan how long the description should be
<b>WIKI</b>
<ul style="list-style-type: none"> <li>- Wiki is open starting 1 April</li> <li>- - We can already start writing the Project description</li> </ul>
<b>ENTREPRENEURSHIP</b>
<p><b>TOP:</b> iGEM Bielefeld has successfully participated at the Start Up BioHackaton (Fabian, Tim) → learned to never make audio using powerpoint</p> <ul style="list-style-type: none"> <li>- Need to write a report and upload pictures</li> <li>- There is a link in teams for a timeline. Everything the team did should be reported there</li> </ul> <p><b>TOP:</b> Venture creation lab/ Application until start of April (Tim)?</p> <ul style="list-style-type: none"> <li>- There will be one month of workshops and coaching on start-up creation</li> <li>- Maybe we can take part?</li> <li>- Need to find out how time consuming it would be</li> </ul>
<b>EDUCATION</b>
<p><b>TOP:</b> General</p> <ul style="list-style-type: none"> <li>- Daliah is in contact with one foundation that could sponsor us</li> <li>- need to develop a concept of what we need and what we could give them in return</li> <li>- probably somethings regarding education like workshops at school</li> </ul>

## Thursday, 20.03.2025, Nils

<b>ORGANISATION</b>
<p><b>INFO:</b> Your access to team email is requested. (Except for Tim and Nils)</p> <p><b>TOP:</b> Sub team meetings starting next week? (Fabian)</p> <ul style="list-style-type: none"> <li>- Consider whether you want/need advisors with you in the first sub-meetings</li> <li>- Each group should find a date by Sunday evening</li> </ul> <p><b>TOP:</b> BFH MeetUp (Liliana)</p> <ul style="list-style-type: none"> <li>- Accommodation needed; check with the university whether offers are required or if the DJH can be used (should be in the system but double-check).</li> <li>- Work in progress</li> </ul> <p><b>TOP:</b> Meet-up Invitation Team Heidelberg (Laura H)</p> <ul style="list-style-type: none"> <li>- Conflicts with Münster Meet-Up.</li> <li>- Laura H. will send a well-formulated response.</li> </ul>

**TOP:** Meet-up Invitation Denmark

- Where and when?
- Location: Copenhagen.

**INFO:** Team Rooster is open and ready to join (you need to request the entry and notice Jörn about the invitations (when ALL people have requested)

- Mandatory for everyone to join.

**CREATIVITY / DESIGN**

**TOP:** Small meeting with Nils from Making Media Space next Wednesday (13:00), could another person join? We must prepare our ideas & deadlines (Hannah)

- Laura Z will join
- Hannah & Laura will prepare themselves together

**HUMAN PRACTICES / PUBLIC OUTREACH**

**TOP:** Find date for HP Workshop (Liliana)

- Liliana will present her Workshop at 10.04.2025

**TOP:** Zoom-Call mit Xie

- Scheduled for 28.03.2025 at 07:00 (early!)
- A questionnaire still needs to be created.

**SPONSORING / FINANCES**

**TOP:** Cost for Meet-Ups (Liliana)

- Calculate expected costs.
- BFH is free (donations only).
- Münster: 50-80€ (only ~5 people should go).
- Flyers needed!

**TOP:** LabSupply Messe in Münster

- Brochure needs adjustments.
- Selection of attendees and preparation required.

**WIKI**

**INFO:** Website Template (Liliana)

- Wiki team should contact Liliana regarding the template and the wiki workshop.
- Team Wiki wants both.

**ENTREPRENEURSHIP**

**TOP:** Hackathon (Liliana)

- If you want to do the Entrepreneurship Special Prize this is a must. (Though you can of course still not the ES Special Prize after doing the Hackathon).
- Tim & Fabian have registered and will participate
- Liliana will also register and support on Friday and Sunday.

- Please document everything properly! <3

## HARDWARE / SOFTWARE

**TOP:** Are there any updates concerning the workstation?

- Nils will take care of it and discuss with Stefan Albaum.

## Tuesday, 18.03.2025, Max

### ORGANISATION

**TOP: Assign Teams (Laura Z)**

- Wet Lab (Leave out for now):
  - o Doro, Hannah, Laura Z, Tim, Marielle, Jessi, Nils, Laura H., Fabian
- Dry Lab:
  - o Tim, Marielle, Nils, Laura H., Fabian
- Finances – Sponsoring:
  - o Max, Daliah, Fabian
- Creativity – Design:
  - o Max, Doro, Hannah, Laura Z, Jessi, Nils
- Wiki:
  - o (Everyone is supposed to write texts)
  - o Marielle, Laura Z., Tim, Hannah, Jessi, Nils, Laura H
- Human Practices:
  - o Doro, Tim, Daliah, Fabian
- Public Outreach:
  - o Doro, Max, Marielle, Hannah, Jessi
- Organization:
  - o Laura H, Laura Z, Fabian

**TOP:** Special Prize results (Fabian)

- Education and Entrepreneur are ranking high in the survey

**TOP:** experimental design consultation next week? (Laura H)

- Presenting a plan until Tuesday of next week

### DRY LAB

**TOP:** SYN BIO Workshop by Sinan

### CREATIVITY / DESIGN

**TOP:** Clarifying further details for the introduction to the Making Media Space (Hannah)

- Creativity- Team will introduce itself

### SPONSORING / FINANCES

**TOP:** Isi Sponsoring Workshop

- Presentation and sponsoring list can be found in the sponsoring folder on teams

**TODO:** The first step is reaching out the university's tax department

## Thursday, 13.03.2025, Marielle

### ORGANISATION

**INFO:** No response from the DigitalLearningLab so far

**TOP:** When is the next Steering Committee-Meeting? à preparations? (Laura H)

- Have to be determined, but not our responsibility

**TOP:** Response from Professor Nebel to our email

- He would help us but needs more detailed information about the project.

**TODO:** Preparation of the Mini-Pitch and the collection of questions for the meeting with Prof Nebel (all)

**TOP:** Presentation of the team tasks

- Information in the folder Teams & Tasks

**TODO:** create a poll for the subgroups (Laura Z)

- create a poll for the special prizes (Fabian)
- vote for the subgroups until Monday evening (all)

### WET LAB

**TOP:** Which IRES is most suitable for our system? (Laura Z.)

**TODO:** linear structure of the plasmid (Laura H.)

- Option 1: both switches contain the same IRES  
Option 1a: both switches contain the HCV-IRES à needs to be engineered for Switch 1  
Option 1b: C-MYC IRES à needs to be engineered for both switches
- Option 2: switch 1: CRPV-IRES and switch 2: HCV-IRES à both IRES are already engineered
- Contact the authors of the two publications (Fabian)
- The direction of our project is essential for the choice of the IRES:  
More innovative to engineer a new IRES, but also more time-consuming  
Using an already engineered IRES saves time
- Start with the proof of concept:  
try to reproduce the results of the paper, then test an IRES that is more favourable for us

**TOP:** Which circularisation method is best for our project?

- The typical method is the one with PIE
- Can we use, if that is not the focus of our project

## Tuesday, 11.03.2025, Laura H

### ORGANISATION

**INFO:** Clear tasks definition of protocol aspects (Laura H)

Please describe the tasks and the necessary steps in detail in the protocol.

**TOP:** Formation of sub-teams (Laura H)

- Sub-teams sponsoring, human practices/public outreach, dry-lab and creativity should be formed
- Laura Z makes a poll on teams Thursday after the meeting (13.03.) and tells Sinan to tell us what tasks are associated with each subgroup in short.
- Sponsoring team will be formed permanently on Thursday (13.03.) after the workshop.

**TOP:** IV. Synthetic Biology Days (Liliana)

- Received an Invitation for the IV Synthetic Biology Days in Turkey to present our project
- Decided not to accept the invitation, as it is very spontaneous and far away. Besides, the actual time and place were not comprehensible.

**TOP:** Questions (Liliana)

- What is the plan regarding connecting with experts?
  - o Daliah knows a foundation related to our project
  - o Workshop for human practices (Kaya/Liliana)
  - o Timeline/Preparation is to be assigned to the new forming Human Practices Sub-team
- What is the plan regarding the Multi Media Lab?
  - o Hannah makes an Appointment

**TOP:** Nils Zotero

- Nils will write to Kristian to get the Zotero access for our team folder.

**TOP:** Team E-mail

- Liliana will inform us whether she could grant us access to the Team E-mail account.

**TODO:** Due Thursday, 14.03.: Tasks for all

- Notes into the existing Word document for modelling, work out the requirements for programs in detail!!
- Focus on Switch 1 (Toehold with mRNA as trigger sequence) -> which IRES are we using?
- Research for modeling purposes

## DRY LAB

**INFO:** Sequences for plasmid-design are saved in *Projektideen -> Sequenzen*

**TOP:** Tools (Liliana)

- List in *Projektideen -> Anforderungen an modellierung programme*
- Many programs from the list are rather unnecessary and do not do what we need
- The suggestions from the feedback list are not ideal:
  - o AlphaFold is only for proteins,
  - o NuFold is only for RNA tertiary structures,
  - o NUPACK is not open source → Nils is not impressed, prefers something else.
- Nils will look into AlphaFold 3.
- Requirements need to be even more detailed!!! → task for all

**TOP:** Plasmid Design (Laura H)

- Formatting of DNA/RNA files (SnapGene .dna)
  - o We decided to use SnapGene for the plasmid design
- One Version of S2 plasmid is done
  - o Laura H will put the plasmid map into the powerpoint presentation
- RFC[10]/[1000]: Does it make sense to design it this modularly, or only after it has worked?
  - o Definitely include it right at the beginning
  - o Also looking out for brick compatibility for the library
  - o Laura H, Marielle, and Laura Z will look into it

**TOP:** RNA-modelling experts at Uni Bielefeld? (Tim)

- Tim writes to Prof. Dr. Nebel putting Liliana as CC

## SPONSORING / FINANCES

**INFO:** In Outlook, you can save email templates, which is very useful since multiple sponsors need to be contacted. E-mails to potential sponsors will be sent using the personal university/CeBiTec email, with the iGEM email account added for CC

**TOP:** Promega Sponsoring (Liliana)

- Form is due 30.04.
  - o filling out contact information (Daliah)
  - o Instagram-Channel information (Daliah)
  - o Task for all!: Short Project Description -> Thursday, 13.03. (if we have enough time) or delayed to Thursday 20.03.
- Daliah will talk to Joern about shipping address for welcoming box (Finances -> information in word document)

**TOP:** General Sponsoring (Liliana)

- Isabell does workshop on Thursday, 13.03.

**TOP:** Stem Cell

- There is existing contact with *Stem Cell*, which should be reestablished for sponsoring purposes
- Task for the future sponsoring team to handle

**TOP:** Fabian visited the *DGGT*

- Found potential sponsors
  - o Biotech sponsoring -> material sponsorship possible
  - o TWIST for genes synthesis also possible

## Thursday, 06.03.2025, Laura Z

### ORGANISATION

**TOP:** Zotero Organization (Fabian)

- Saving pdfs? → no saving of PDFs
- Notes with name/ topic if read with short summary
- load interesting papers on Zotero even if you haven't read it yet → mark it later if good/ bad
- Zotero file for delivery is available

**TOP:** Decide on disease (Laura H)

- **TNBC**, other diseases only if we find something
- differentiate between cell lines
- tool for multiple different cancers
- development of system first
- find experts/ talk to them
- paper for breast cancer with toehold riboswitch available (see Document Feedback\_Switchpitch) → maybe contact the authors?
- marker from this paper interesting (miRNA-21 and miRNA-155)

**TOP:** Feedback from different research teams

- optimum between toehold and triggerRNA is difficult
- two switches → products need to be dependent of one another
- how easy is that?
- ratio needs to be asymmetric
- TEV, Gasdermin D → pore forming
- Killswitch? → external ligand could block (emergency medication)
- modelling: most need to be downloaded and then used in linux command line
  - o viennaRNA has a webtool
  - o alphafold looks promising, works in python

- Nufold also works in linux command line
- Stefan Albaum needs to be informed so Nils can use the tools on the CeBiTec cluster
- Nils can use the modelling tools
- list of things we need from Nils regarding modelling tools until Monday 10.03.25/ Tuesday 11.03.25
- maybe tools could be optimized by us/ Nils
- Lili uploaded paper for tools on Zotero → everyone should look into them
- talk to experts in and outside of uni
- what we need: toehold sequence, IRES combined with Riboswitch, NOT-Gate sequence
- plasmid map needs to be planned (restriction sites, ...)
- tool needs to recognize IRES
- experimental design needs to be planned (plasmid with miRNA expression needs to be planned and brought)
- plasmid map design until Tuesday 11.03.25
- rolling circle translation needs IRES without Stop Codon (circRNA)

**INFO:** Multimedia lab introduction needs to be booked

**INFO:** Document for tool list and powerpoint presentation for plasmid maps are on teams (Allgemein > Datein > Projektideen)

**INFO:** Cloning workshop (by Sinan) on Tuesday 18.03.25

**INFO:** we should write protocols if we meet up outside of the regular meetings

#### HUMAN PRACTICES / PUBLIC OUTREACH

**INFO:** excel sheet for contact information for Human Practices in Teams

#### SPONSORING / FINANCES

**INFO:** We should think about Sponsoring since we have a topic now

- Doro writes Isi on WhatsApp

## Tuesday, 04.03.2025, Jessica

### ORGANISATION

**TOP:** Lab supply Frankfurt (Fabian)

- Dresden DG-TG: Membership received for Fabian → only has time to visit one
- only Marielle has time now → maybe only visit lab supply in Münster (9<sup>th</sup> of April) due to proximity
- conclusion: No visit of Lab supply in Frankfurt, but instead visit of Lab supply in Münster

**TOP:** Research exchange within and between Teams (Fabian)

- exchange of research from smaller teams

- problem: not enough research yet to present any valuable information → postpone to Thursday
- Feedback from Daliah: Better communication/ feedback between groups/ within teams regarding research
- Problem: Not enough defined project idea regarding marker
  - o Which part of Telomerase
  - o Problem: communication: Paper shared but nobody answered
  - o Solution:
    - o Clear request to read paper and for which team it is relevant
    - o phrase a question about what help is needed
    - o if no one is available: inform the rest
    - o if no one understands notes: ask sender of paper
    - o important information, paper sharing, task finished or questions regarding project: shared on teams → Group chat created
- Task regarding project idea: Research the question that are still open (document "Feedback\_SwitchPitch")
  - o Important: Write answers into Word Document not PowerPoint Presentation

**TOP:** DG-GT: Membership, Hotel, Trip (Fabian)

- Fabian has received membership
- Excursion plan: Request quotes for hotels and train/ bus services
  - o Present three quotes

**TOP:** Zotero storage (Laura)

- Problem: Storage full
- Solution: Laura H. will write an E-Mail to Kristian asking if storage can be expanded

**TOP:** Discussion of project

- Idea: differently active riboswitches due to small dynamic range
  - o One: High maximal expression but high basal expression (less specific: target miRNA)
  - o The other: Small maximal expression but low basal expression (more stable, specific: target Telomerase)
  - o Question if modelling possible --> research needed
- Discussion: Optimum: 5 miRNA needed for clear cell identification (if only 1% wrongly identified)
  - o Combination with Telomerase should help identifying cell type
  - o Not-Gates as safety against wrong identification
- miRNA detection: control if miRNA expression is right/ how high in cell culture
  - o Question that has to be answered: Which method is best for project?
  - o mi16: in almost every cell type → possible miRNA to differentiate between stem cells and cancer? → research needed
  - o mi21: differentiate between cancer and normal cells

**TOP:** further course in developing project

- Further research to answer open question
- Due to: Thursday, 6.4.2025
- Further research regarding miRNA detection highly needed
- Task for Doro: research Killswitch  
→ only needed for therapy
- Task for Nils: Look at tools for RNA modelling  
→ what can they do/ can they be used for the project? Which parameter are important for modelling? Are current miRNA compatible with Riboswitch?

**INFO:** Communication

- Created group chat in teams for important information regarding project
- Usage of "@" if needed to make clear which information is important for who

**INFO:** Doro and Daliah organize teambuilding this month

- Decide what to do for teambuilding this month
- Survey to determine when teambuilding event is possible

## Thursday, 27.02.2025, Hannah

### ORGANISATION

**TOP:** The protocol is not detailed enough! (Kathleen)

- If you do not attend the meeting, it is very difficult or impossible to understand exactly what was discussed in the meeting based on the few notes. 5 bullet points per meeting are far too few! Instead, there is a summary of the protocol, which has not been kept since February 14... The protocols must be kept much better from today!!! And don't forget to write in English
- Please write immediately in this document, do not keep an extra document
- If you manage this document in the meeting, then everyone can actively add meaningful additions
- The finalized protocol should be available immediately after the meeting

**TOP:** Assigning research questions on Switch Pitch (Hannah) → word-document in Allgemeines>Projektideen>Feedback\_SwitchPitch (research results should be managed in this document)

- Team IRES/Toehold (3-4 people): Daliah, Fabian, Laura Z, Tim
- Team Marker/miRNA (2-3 people): Laura H., Hannah, Marielle, Jessi
- Team Not-Gate (2 people): Team Marker
- Team therapy (2 people): Doro, Max
- Nils: Can help where help is needed (or RNA-/Protein-modelling?)
  - o Laura H told Nils that he can decide

**INFO:** specific questions/tasks for each team listed in Feedback\_SwitchPitch! (Laura)

**INFO:** Team-Event planning teams are listed in the document "Teilnahme\_Teammeetings" with an idea-list (Marielle)

**INFO:** Everyone should write their name behind points that were put into the protocol beforehand so they can be postponed if needed (Jessi)

**INFO:** Holiday: If Meeting is on a holiday, we can agree beforehand if meeting is necessary/ reasonable

- Lab supply Frankfurt (12.03.2025) → Who is interested/available?
- Fabian & Marielle could go → difficult to be on time (convention starts at 9am → start at 4.30am in Bielefeld is very early)
- Looking out for a place to stay which is closer to Frankfurt
- Start of sponsoring only makes sense with final topic? → no, also useful before (making contacts)
- Fabian will probably travel to Dresden to visit the DG-GT convention (10.-11.03.2025)
- Fabian suggested GXP-course (Pharma-Akademie) → would it be possible for iGEM to sponsor that (costs 200€)?
- Useful soft-skills, certificate
- Fabian asks Kaya if she found it useful
- Protocol Summary should contain ca. 3 bullet points

## Tuesday, 25.02.2025, Dorothea

### ORGANISATION

**INFO:** Everyone can write in the protocol during the meeting

**INFO:** Join the team does not work "action is forbidden" (iGEM website)

**TOP:** Sensor for Lactate?

**TOP:** Project Aachen 2024 – sensor with changing domains

**TOP:** Problems with Riboswitch? Focusing only on Riboswitch and improvement

**TOP:** Other systems for detecting RNA? Alternatives to Riboswitch

**TOP:** Nima systems

**TOP:** Teambuilding Teams

- Brief survey on the excursion: overall rating 7.5/10 (suggestions for better organization, accommodation and activities for Paris and Team 2026)
- Suggestion to plan monthly activities for the team members (for continuous strengthening of the team spirit) -> Idea from team Aachen
- Marielle will create a table consisting of two people who will oversee the team activities

**TOP:** WhatsApp iGEM community?

- Idea to establish WhatsApp community group, including all departments (e.g., Sponsoring, Wetlab etc.)
- Visibility in WhatsApp is poor --> Microsoft Teams is mandatory for all members

**TOP:** DG-GT discussion with Kristian

- Fabian wants to attend DG-GT. Communication with Kristian took place during the meeting (Discussion on travel options and membership application)

**TOP:** Nils must be added to the attendance list

- Hannah has taken on the task to add Nils to the attendance list

**TOP:** Pitch

- A few members of the team presented the potential topic (Riboswitch)
- Question from Sinan and Kristian were noted and partially discussed
- Meeting of a few members on Wednesday to further their research

**TOP:** Few questions that were asked:

- How much do miRNA levels fluctuate?
- How can this system be applied to metastatic cancer cells
- How does riboswitch modification affect its structure and stability (unintended loops etc)?
- Should a control gene be placed before IRES? Would a cap-dependent marker improve functionality?
- More questions were noted and will be sent to the WhatsApp group.
- Feedback from Kristian & Sinan was also added to the presentation

**SPONSORING / FINANCES**

**INFO:** Niehaus lab closing -> lab supplies for iGEM?

**TOP:** Sponsoring

- Isabell will hold a workshop for better coordination with potential sponsors
- Sponsorships do not have to be from biotech companies
- -> Task to create a list with potential sponsors

## Thursday, 20.02.2025, Daliah

**ORGANISATION**

**TOP:** Trip Questions

- Headphones banned for the whole weekend <3
- Trip must be payed at the A&O

**TOP:** DG-GT and Lab supply results/ planning more events?

- DG-GT -> Fabian
- List of Lab supply events with potential presentations is uploaded
- Results of the survey - for every event possible
- Importance of Conference? One person? Need to be discussed further

**TOP:** New topics "Presentation"

- Cancer targeting with lactate - metabolism and vesicle with lactate sensor
- Biosensor/ modified bacteria for allergens – expression of colors for different allergens as towel or paper: detection of allergies like penicillin?
- Virus to target cancer
- Vaccination/ (therapy) via micro needling
- improvement of riboswitch
- Riboswitch for all types of cancer?

**TOP:** Pro/Contra Riboswitch

- Lists completed
- Everyone reading for themselves
- Big Contra – igem like? Big change?

## Tuesday, 18.02.2025, Fabian

### ORGANISATION

**INFO:** Please delete the empty/unused categories at the end of the meeting to keep the protocol short. Please transfer tops that were not discussed to the next protocol.

**INFO:** When a top already has bullet points, the protocol still needs to add details to it! The team should decide for itself if "INFO"s should be read out or if everyone is responsible for reading them. They are to keep records and inform your teammates.

Later, the leaders of the sub teams should put "INFO"s for their sub teams in the protocol before meetings, so everyone has the chance to be looped in without every little detail being discussed.

💖 You are doing great with the team protocols btw.

**TOP:** Steering Committee

- Inform team about meeting and results
  - o Ideas are not elaborated enough to decide
  - o Aachen was decided on a team trip
  - o Look at summary word file

**TOP:** Team trip

- Discuss timetable
  - o Meet at 11:30 at Bielefeld hbf
  - o Breakfast between 6 and 11

- Cooking together in the A&O Kitchen on Saturday
- Cheap student food in Pondstraße for snacks
- Updating everyone on the situation
  - Aachen reservation was prolonged and Jörn will pay it
  - Kathleen is in contact with iGEM Aachen for meet up and seminar room
- Possibly outline specific power point skills you want to learn
  - We have to start from the bottom

**TOP:** Project ideas

- Pro/Contra
  - List has to be extended with thoughts of us
  - Laura H will look at the riboswitch list
- Can everyone live with the decision of the vote or does anyone want to put forward strong arguments?
  - **Project Riboswitch: 50% (5)**
  - Project Biofilm 0% (0)
  - Combination of both projects: 30% (3)
  - New project (20%) (2)
  - 1 abstention
  - -> we will look for more topics but keep biofilm and riboswitch in mind
- Other Topics
  - Circulating DNA diagnostics from liquid biopsy
  - Cancer Vaccine -> Laura Z, Fabian
  - Allergy test on biofilm basis -> Hannah, Jessica, Marielle

**TOP:** Fairs and conferences

- DG-GT conference in Dresden (10.03-11.03)
  - Nils and Fabian inform themselves about price and topics till Thursday
- Lab Supply Messe @Sponsoring
  - Frankfurt (12.03), Münster (09.04), Hannover (21.05)
  - Poll on WhatsApp: Who wants to go and has time -> Daliah
- Look at the general iGEM timeline Powerpoint
  - Topic decision end of February
  - Topic preparation in March
  - Start lab work in April
  - Many things are missing in the timeline because of missing topic and iGEM deadlines

**INFO:** Public Outreach team and Creativity team should be founded soon.

**TODO:** Distribute tasks & outline the next steps at the end of the meeting (task excel sheet)

**SPONSORING / FINANCES**

**TOP:** Who is interested in Sponsoring

- List and discuss when the team wants to start with Sponsoring (preferably asap)
  - o Teams are decided after the topic decision and information about the teams

**INFO:** Jörn informed us that for EVERYTHING three proposals are needed. Last year it was handled a little lax, but this year we must do that. We do not have to retrospectively do it, but it would have meant three cost proposals for Aachen and another three for Hamburg.

- SAP System
  - o All orders need to be addressed to the uni/cebitec/Jörn
  - o 3 offers are needed for each product
  - o Distributors have to be in the system (e.g. Amazon is not possible)

#### WIKI

**INFO:** You already have the basic structure of the website and could theoretically start at any time. But for this you need a color concept, etc.

## Thursday, 13.02.2025, Tim

### ORGANISATION

**TOP:** Introduction-Presentation of Max and Nils

**TOP:** Teambuilding trip and Steering Committee

- Presentation for Steering Committee about the excursion and our topics
- Possible activities → need to be organized
- Tomorrow (14.02.) the team can be registered, and the registration fee can be paid

**TOP:** Teambuilding / Survey about Teamdynamics

- Communication: needs to be improved especially on WhatsApp
- Time management: important to talk about other duties besides iGEM and make long-term plans for our projects
- Organization: at the end of every meeting, we need to talk about the tasks and assign them to someone

**TOP:** Project topics

- Until Friday (14.02.): Vote on which topic, combine them or new topic
- Until Tuesday (18.02.): everybody, who has time, research how to continue
- Maybe pro and contra about our current topics, what about them has potential to continue with

## Tuesday, 11.02.2025, Laura Z

### ORGANISATION

**TOP:** Presentation by Fabian, Marielle and Laura Z, topic: trRNA cancer therapy

- innovative enough?
- LNPs as delivery?
- target: TNBC, ovarian cancer
- other strategies for RNA besides riboswitches?
- Which IRES?
- Which circularization method?

**TOP:** presentation by Doro, Laura H, Max and Tim, topic: biofilm

- why biofilm?
- yeast for stimulation for microbial communities on the skin?

**TOP:** Discussion about fusing both topics

- cell staining with riboswitch for better resection of skin cancer
- riboswitch for therapy
- biofilm for diagnostics → difficult

**TOP:** Steering Committee presentation, Friday, 14.02.25 at 2 pm (14 Uhr) → Fabian and Doro

- offer for hostels (Aachen/ Hamburg)
- timetable for activities
- short presentation about possible topic

## Thursday, 06.02.2025, Max

### ORGANISATION

**TOP:** 1. Team Building Trip

- Presentation on the trip to Aachen (Jessi)
- Presentation on the trip to Hamburg (Max)
- Both trips are in a similar price range and approximately the same distance.
- Decision: Preference for the team building trip will be determined through an online vote in the WhatsApp group.

**TOP:** Biofilm Topic

- The team working on biofilm briefly presented their ideas.
- Aim: To settle directions for the presentation on 11.02.
- Decision: Focus will be on the medical field.
- The idea of filtering rare earths has been abandoned.
- After that the Team split into its groups to continue working on their topics.

**TOP:** Additional Discussion Points

- Sponsors: It was discussed that the team should start considering potential sponsors soon.

## Tuesday, 04.02.2025, Laura H

### ORGANISATION

**TOP:** Workshop „How to iGEM“, topics: recap, documentation/wiki, medals/awards/prizes, timeline, overview

**INFO:** first iGEM deadline 23.02. registration, early competition fee -> Jörn

**INFO:** new team member for Wiki next Week

**INFO:** topic “cancer early detection” cancelled due to lack of time/people

**TOP:** Discussions in breakout sessions:

- Biofilm: Storage? Application? How through the skin? What is expressed? Immobilization of bacteria to prevent them from entering the organism? How to test (cell culture)? Do filter particles get trapped? Dissolve SE? How often is it reusable, how long shelf life?
- Riboswitch: brainstorming for innovative ideas
- Deadline 06.02., big presentation 11.02.

## Thursday, 30.01.2025, Marielle

### ORGANISATION

**TOP:** Discussion about cities for the teambuilding trip (21.02-23.02)

- Munich
  - o all information is collected in the presentation München created by Mona (Teams directory: Teambuilding Ausflug)
  - o seems to be very unrealistic because of the long distance
- Berlin
  - o all information is collected in the presentation Berlin created by Mona (Teams directory: Teambuilding Ausflug)
  - o more realistic than Munich
  - o research for a cheaper FlixTrain route by Laura Z.
- Presentations about Aachen and Hamburg will be prepared by Mona, Max and Jessi

**TOP:** Working on the topic's cancer rapid test, biofilm and Riboswitch/TNBC in the subgroups from Tuesday, 28.01.2025

- Biofilm:
  - o search for companies and processes for metal recycling

- look into applications for skin diseases
- Riboswitch/TNBC:
  - search for possible applications
  - 11.02. presentation of the topics in the whole group (in English and iGEM like)

Tuesday, 28.01.2025, Laura Z

## ORGANISATION

### TOP: Topic selection

- Triple-negative breast cancer (TNBC)/ Riboswitch presented by Fabian
  - personalized precision therapy possible (targets miRNA)
  - Riboswitch with 3 or more miRNAs + delivery difficult → possible iGEM topic without delivery approach
- short discussion about the presented topic → still a possible iGEM topic
  - pro: good concept, versatile
  - con: complex, are we able to build it?
- further topic selection in 2 groups
- discussion about topics with the whole group
  - Riboswitch: group needs to read the TNBC paper and wants to look into different possible applications
  - Biofilm: co-culture is possible, application in water purification and on skin → possible application for skin cancer?
  - cancer rapid test: test for application at home different than for application by a physician, how to extract the RNA?, how specific is the system?

### TOP: presentation (in English!) about the chosen topic, Deadline: 04.02.25

- Riboswitch/ TNBC (Fabian, Marielle, Laura Z, Hannah, Jessi (Doro?))
  - look further into the topic
  - get new information into Fabian's presentation
- cancer rapid test (Laura H, Mona)
  - look into possible RNA isolation methods
  - test for at home application or for application by a physician?
  - downstream application
  - hyper sensibility?
- biofilm (Max, Tim, Daliah)
  - possible application on skin
  - further research into the topic

## Tuesday, 21.01.2025, Hannah

### ORGANISATION

**TOP:** Each person gives a short presentation on a selected topic & its iGEM potential

- Quick test for cancer (Laura H & Daliah)
  - o False-positive? Maybe PCR-based system?
- Hemochromatosis (Jessi)
  - o Dialysis-like procedure?
- Living membrane for recycling of electronic waste (Tim)
  - o Cellulose for other purposes than filtering?
- glycogen-storage-disease type 1 (Fabian)
- Endometriosis (Laura Z)
  - o Quick test? Improved contrast agent for better screening?
- basal cell carcinoma (Doro)
  - o Topic skin --> interesting in general (neurodermatitis)
- Ehlers-Danlos-Syndrome (Hannah)
  - o Uncertain how gene therapy reaches its target site
- Huntington disease (Marielle)
  - o Already in iGEM New York 2017/2018 --> did it work?
  - o origin of repeats in HTT gene?
- non-invasive diagnostics using metabolites (Max)
- Diagnostics of breast cancer using CRISPR/Cas (Mona)

**TOP:** Further discussion of bowling and dinner details on Thursday 24.01.2025

- 18:00 --> Bowling at "The Strike Bielefeld" (Boulevard 3, 33613 Bielefeld), booked by Doro (16 persons, 2 lanes)
- 20:00 --> Dinner at "Finca Cafe & Bar Celona Bielefeld" (Schloßhofstraße 73A, 33615 Bielefeld), booked by Tim (15 persons)

**TOP:** Conversation about teambuilding weekend (21.02. - 23.02.2025)

- Maybe meet-up with another iGEM team (not Münster)
- Mona, Max & Jessi are responsible
- Deadline: 10.02.2025 --> 1 favourite, 2 alternatives

## Thursday, 16.01.2025, Fabian

### ORGANISATION

**TOP:** Workshop: "How to iGEM (Part 2)" by Sinan Zimmermann

**TOP:** Organizing the project selection

- o Splitting in two groups to pitch ideas:
  - Thalassemia: persistent fetal hemoglobin
  - Bio filter: Acetobacter matrix with binding proteins

- RNA cancer marker in saliva
- Skin cancer cream
- Amplification of cancer marker
- Loading Virus with therapeutics
- Cancer marker detection by self-cleavage to detect cleavage product
- Endometriosis
- Ehlers–Danlos syndrome
- Metabolic disorders
- Huntington
- Sickle cell disease
- Magnetic micro swimmers

→ Everyone prepares a 5 min presentation to the next meeting (21.01.25) about one topic

## Tuesday, 14.01.2025, Daliah

### ORGANISATION

#### TOP: General

- each team member will research their preferred topic in more detail-> brainstorming session will be held in the next meeting to further refine the project ideas
- Teams for sponsoring & finances, timemanagement etc. need to be assigned

**INFO:** Meeting Date and Time: Tuesday, 14th January, from 18:00 to 20:15

#### TOP: Introduction and Infos

- Adviser introduced themselves and their role in the project.
- Overview of iGEM competition structure and participant expectations.
- Importance of reading the iGEM Judging Handbook for competition guidelines.
- Wiki and video deliverables highlighted as key project submission components.
- iGEM Registration Process:
  - Team to participate in the overgraduate category.
- Fees and Costs:
  - Participation fee and costs for attending the Grand Jamboree discussed.
  - University will provide some financial support, but additional sponsorships needed.
  - Total cost expected to range from €50,000 to €80,000.
- Deadlines:

- Importance of adhering to both official iGEM deadlines and internal team deadlines.
- Internal milestones should be set ahead of official deadlines for timely task completion.
- Grand Jamboree Overview:
  - Explanation of event layout, including judging sessions and presentations in different “villages”.
  - Key dates in October, including official event deadlines and judging sessions.
  - Travel arrangements (accommodation and transport) need coordination.
- Village Selection:
  - Teams must choose three villages related to their project, with a backup strategy.
  - Village assignment will be based on the project description, with guidance from the Judging Handbook.
- Prize Categories:
  - Introduction of prize categories in general biological engineering and specializations.
  - More prizes available as the number of participants grows.
- Project Topic Brainstorming:
  - Participants divided into two groups to present and discuss potential project topics.
  - All ideas recorded and uploaded to a separate list

## Thursday, 09.01.2025, Dorothea

### ORGANISATION

**TOP:** Introduction of key individuals involved in the project

**TOP:** iGEM Steering Committee: Manages all iGEM-related activities

- Dr. Andreas Schlüter: Responsible for finances and laboratory resources
- Principal Investigators (PIs):
  - Prof. Dr. Jörn Kalinowski (AG Microbiology and Biotechnology)
  - Prof. Dr. Kristian Müller (AG Molecular and Cellular Biotechnology)
- Responsible for administrative tasks and guiding the team throughout the competition
- Supervisory Team: Led by Sinan Zimmermann, supported by additional supervisors

**TOP:** Organizational Updates

- A checklist was distributed via email and WhatsApp, including tasks such as:
- Filling out forms
- Creating accounts on the iGEM platform

**TODO:** Deadline for completion of checklist: Tuesday, January 14, 2025

**TOP:** Survey results for upcoming meetings presented

- Weekly meetings scheduled: Every Tuesday and Thursday, 18:00 – 20:00, starting January 14

**TOP:** Teambuilding Activities

- o Team excursion planned for February 21–23, 2025
- o First team activity: Majority vote for bowling followed by dinner
- ->Ice skating was an alternative but received fewer votes
- A poll will be conducted to finalize the date and time for bowling

**TOP:** Project Planning

- Independent research assigned:
- Each member must prepare a brief pitch for a potential project topic for the next meeting

**TODO:** Next Steps

- Complete checklist tasks by January 14
- Vote on the team excursion date and location
- Participate in the poll to finalize the date and time for the bowling event
- Prepare and present project topic pitches in the next meeting