Centre for Bioengineering & Biotechnology  
Operational Steering Committee  

AGENDA  
Monday January 22, 2018  
2:30 – 4:00 pm, East Campus 4, Room 2101 Boardroom (EC4-2101)  

Attending: Catherine Burns, Elizabeth Meiering, Christopher Backhouse, Safieddin Safavi-Naeini, Brendan McConkey, Melanie Campbell, Brian Ingalls, Helen Chen, Alfred Yu, Jen Boger, Marc Aucoin, Shirley Tang, Chekema Prince, Krystina Bednarowski, Mei Lin Chen (student rep)  
Regrets:  

<table>
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<th>TIME</th>
<th>ITEM</th>
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<tr>
<td>2:30</td>
<td>Welcome, Overview of Agenda &amp; Materials</td>
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| 2:40  | 1. Administrative  
|      |   - Staff changes (Chekema, Clarisse, Program Manager)  
|      | 2. CBB Seed Funding  
|      | 3. Discussion: Marketing Materials (Krystina, Chekema, Clarisse)  
|      | 4. Discussion: Local Hospital outreach (Chekema)  
|      | 5. Discussion: Student Networking events (Mei)  
|      | 6. Winter activities  
|      | 7. Round table updates |
| 4:00  | Adjourn |