

Core Laboratory Weekly Meeting
14 July 2021 (Wednesday)
Start Time: 1115 h
End Time: 1128 h

Attendees: Ren, Kaylan, Jeff, Amy
 Regrets: Erin, Bayo, Theresa, Amelia
 Recorder: Kaylan

I. Instrumentation Update:

No.	Topic	Author	Discussion/Action
1	Storex Literature Organizer (for MLA files)	RR	<ul style="list-style-type: none"> The file organizer was ordered for MLA and will be placed on top of the MLTs' organizer.
2	Minutes of meeting	RR	<ul style="list-style-type: none"> Please read the minutes of the meeting. Access it thru: https://medtraining.org/
3	Vitros5600 shipment of supplies	RR	<ul style="list-style-type: none"> The second shipment of Vitros5600 supplies will arrive today, hopefully. We are expecting ALKP and TP reagents.
4	Work center pending reports	RR	<ul style="list-style-type: none"> Before you remove the tubes from the Vitros5600 racks, please check the tubes if they're already been tested or not. Please check your pending report before your shift ends.
5			
6			
7			

II. Policy Review:

No.	Topic	Author	
1			
2			

III. Staff/COVID-19 Update:

No.	Topic	Author (s)	
1	Electronic gadgets	RR	<ul style="list-style-type: none"> Please refrain from using or bringing your electronic gadgets (e.g. iPhones, any phones, headsets, and the like) during working hours as it will be disruptive for other staff.
2	Understaff in our lab	RR	<ul style="list-style-type: none"> As we are all doing our best to accommodate and fulfill our duties and responsibilities, having understaff is a great challenge for all of us. We will do our very best to do our job and we will try be healthy and less stressful.

IV. Suggestions:

No.	Suggestions	Author(s)
1		
2		