

Microbiology Meeting Minutes

October 22, 2025

12:00 to 13:00

Attendee	Present?	Attendee	Present?
Laura S	✓	Chelsea	
Moses	✓	Jen	✓
Laura G	✓	Katie	
Minutes recorder: Laura S			

1. 2 people are away today, so will just have a quick meeting
2. Coolers coming in the evening:
 - Laura S confirmed with Lisa that it is ok if we go into the coolers when they arrive and take out the micro samples
 - We are not keeping track of what coolers arrive, so we do not have to worry about that
 - Just make sure to only take out micro and leave everything else as it is
3. Safety in the lab:
 - Laura S wanted to know if anyone is interested in taking on any safety type roles
 - There needs to be someone designated as the Biological Safety Officer. The position was removed but it is still a role someone needs to take on
 - We are not sure what is happening with Carolyn and this role. Probably this will go to Laura S. However, right now Laura S is the Biosafety alternate, and someone will need to take on this role
 - If anyone is interested in this, let Laura S know
 - Laura S also wanted to let everyone know that Chelsea will be taking SoftMic super user training and she will be away from the lab for a little bit in November for this
4. Laura S wanted to talk about the schedule:
 - With Moses leaving, our only issue right now is February
 - Laura S will be off and so will Jen and then Laura G
 - There will be overtime, and we will have to be creative. It is only 3 weeks that are an issue, and it is more of a hassle to send samples out during this time
 - We might have to look at one person working the weekend and one person doing wounds and urines. It will only be for 3 weeks so hopefully we can just make it work
 - Then Moses said he can come back in April if needed so we should be ok for a bit and hopefully we will have hired someone for his role
5. Roundtable:
 - No one had anything to add