TEAM-ID (Team_xx): _____Team_22_____

CLASS-ID (nnnn_First): _____0600_Julie_____

Name (Last-Name, First Name):_____Flater, Julie_____

Instructions:

ONLY ONE SUBMISSION FROM ONE PERSON ON THE TEAM!!!!

Please:

1) Copy this file into a new document (I recommend opening the RTF document and then saving the document as your "new answer" document with the correct naming convention mentioned below).

2) Look at the "current" available time slots in the submission area (I will update this list periodically as I receive submissions and it fills up).

3) Pick three data/time slots, list your FIRST/BEST choice first, SECOND/NEXT-BEST choice second, and THIRD/LEAST-BEST choice third.

4) Print your document to a **SINGLE** PDF using PDF Creator or a similar tool or technique (please ensure that you have no Security settings **enabled**). Save the PDF into a file named **Team_xx_M2_Meeting_Request.pdf** (obviously, use your team number).

5) Log onto the Blackboard and **submit** your answer document for this assignment.

6) **I try to assign slots in the order they are posted, trying to give your team the slot closest to your first/best choice. with one exception:**
    Tuesday's class will move to the head of the list for processing of Tuesday slots,
    Wednesday's class will move to the head of the list for processing of Wednesday slots.

7) **If I cannot meet any of your requested time slots, I will post a thread to your team's discussion area and coordinate from there (usually asking you to resubmit and to post a thread / reply letting me know I should check).**

8) **Failure to save as pdf or failure to follow naming convention will result in your team moving to the bottom of the list for prodcessing!**

Simply list your team's top three preferred meeting time slots (best choice first), from the list of available slots on the current blackboard submission area.

March 8, 9:00 – 9:30

March 8, 4:45 – 5:15

March 8, 4:00 – 4:30