PoliTo Rocket Team

POLITECNICO DI TORINO

Internal Regulation

Meetings planning guidelines

Code:			NA
Subteam:	NA	**Division:** **Group:**	NA
Author(s):	Andrea PANTANO	Chief Operating Officer	03-11-2023
Approved by:	Elena Dilorenzo	President	03-11-2023

Disclosure

PU	Public	•
DT	Disclosable within the Team	
DS	Disclosable within the Subteam	
DD	Disclosable within the Division	
DG	Disclosable within the Group	
RL	Reserved to the Leads	

Contents

1 Introduction **1**

2 Contents **1**

2.1 Team Leads Google Calendar 1

2.2 Online Meetings 1

2.3 In person Meeting 1

1 Introduction

Polito Rocket Team, being one of the most numerous teams inside Politecnico, needs to have well defined guidelines for the division meetings organization, in particular regarding the room booking aspect.
Communications inside the Team, as well as contacts between the Team and the logistics offices of Politecnico, must be clear and simple, to avoid errors of any kind and avoid multiple and useless emails and messages.
Every DL (or any other person in charge of the organization of a meeting) must follow these guidelines regarding the space management and room bookings.

2 Contents

2.1 Team Leads Google Calendar

The managers of Polito Rocket Team Calendar on Google must make sure that every DL can correctly access to the calendar, see the programmed events and add events to the calendar.
Every DL should regularly check the calendar, where every important deadline and every meeting will be registered.
When a meeting is planned, the DL shall add it to the Polito Rocket Team Leads Google Calendar. The head of each subteam and the President are responsible for adding milestones and important deadlines, if they feel the need to do it.

2.2 Online Meetings

Every online meeting (Divions Meetings or video calls of any kind regarding the Team's activities) shall be added to the calendar, specifying **online** as the location of the meeting, and possibly adding more details in the notes.
Online meetings should be preferred for the Division Meetings that will take place before 7 p.m., specially for highly numerous Divisions.

2.3 In person Meeting

Every in person meeting regarding the Team's activities shall be added to the calendar, possibly indicating more details in the notes.
If the meeting organizer wants to request a room for the meeting, the indication **"to be assigned"** must be inserted in the location field on Google Calendar for that event, waiting for a room assignment.
In person meetings shall be avoided for the Division Meetings before 7 p.m., if there is a need for a room inside Politecnico.

Every meeting with a room request must be planned and added to the calendar **before Thursday of the previous week, at 7 p.m.**
Some exceptions can be made, as described in the next subsection. Room booking and assignment process The Logistics Lead, or a delegated Logistics member, will have the responsibility of checking the room requests, contacting the logistics office of Politecnico and concluding the room assignment process.
The Logistics Lead must check the list of all the following week meetings, and acknowledging the correct room request by contacting each DL who has planned a meeting with a room to be assigned, **before Friday at 12 a.m.**. If a Division Lead who needs a room for the next week has not been contacted by then, he/she should reach out to the Logistics Lead to make him aware of the problem.
The Logistics Lead shall then decide which meetings require a room, and which can be held in DIMEAS rooms. He should proceed with the room bookings by contacting *prenotazioni.aule@polito.it* **before Friday at 12 a.m.**; the DIMEAS rooms must be booked with the help of authorized advisors or professors. Overlapping meetings may be assigned to the same room, making sure the capacity of that room is adequate.
When the rooms are assigned, the Logistics Lead must inform the Divisions, following the correct communication chain, and make sure the location of the events on the Google Calendar is updated.
Any meeting taking place in the laboratory or outside Politecnico can be added to the calendar, indicating the place. No acknowledgement is required by the Logistics Lead in that case.
Meetings organizers that are authorised to book rooms are allowed to do that, adding the meeting and its location to the Google Calendar, without the need of the Logistics Lead acknowledgement.
If a meeting is programmed less than 2 working days before the meeting time, the organizer must contact the Logistics Lead to discuss the room assignment, if needed. The possibility of having the meeting in person, inside Politecnico rooms,is not guaranteed in that case.