

Semester Kick-off

To be completed individually

Task #1: Update your Outlook Calendar

It's important that all team members have their schedules entered into the [UAlbany Outlook calendar](#). Enter your class schedule and any other commitments and keep this updated throughout the semester, adding any additional time commitments as they come up. Use the recurring meeting times to block out times for classes, labs, and other recurring weekly commitments.

This makes it dramatically easier for the team to find meetings times and to coordinate meetings with their stakeholder. (Hint: Do this, and write about it in the professional responsibilities section of the inventor's Notebook)

Task #2: First Inventor's Notebook Submission

Every week throughout the semester, you should submit an Inventor's Notebook submission. Submit your first one this week.

Make sure to provide us with your GitHub account (create one if you don't already have one)

Sign-up GitHub Account: <https://github.com/signup>

You can write "Not Applicable" for items that do not apply at the start of the semester that might be required by the inventor's notebook form.

Grades at the end of the semester are based on individual contributions to the overall team effort (see syllabus for details). It is every team member's responsibility to document verifiable contributions. Contributions that are not documented will not be reflected in your final course grade. One critical part of that documentation is your *inventor's notebook entries*. These are short time-stamped entries that should be completed each week. Use the link below.

Inventor's Notebook: <https://forms.office.com/r/EPUT2Xr88C>

Your inventor's notebook entries are not private and contents from your inventor's notebooks submissions will be shared with your team later in the semester.

Submission Instructions

- Submit first inventor's notebook entry. It is recommended that you mention in your entry that your outlook calendar has time blocked off for your semester schedule and other time commitments. Entry other relevant information that reflects your activities related to the class for this week.