

# PencilMeIn

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# How do you schedule a meeting?

**Doodle**

Mutually agree on a time

Enter your name in the input field below and check the box for times that you are available.

## 6170 project meeting

Poll initiated by Abe | 👤 0 | 🗳️ 0 | ⌚ less than a minute ago

Table view 🖨️

0 participants

November 2015

Mon 9	Tue 10	Wed 11	Thu 12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cannot make it Save

Comment

Add a comment ➦

Doodle

**Google** Search Calendar Abraham

Calendar Today < > Day Week Month 4 Days Agenda More ⚙️

**CREATE** ▼

▼ November 2015 < >

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

▼ My calendars

- Classes
  - 6.006 phase 2
  - 6.006 phase 3
  - 6170 final project
- Birthdays
- Europe Trip
- IAP 2014
- Tasks
- To Do

▼ Other calendars

Add a friend's calendar

- Holidays in United St...
- 6.006 Project 1
- Liana Banuelos

GMT-05

10am	10-11 6.034lec c	10-11 6.034lec c	10-11 6.034lec c
11am	11-12:30 6.858lec c	11-12:30 6.858lec c	11-12:30 6.858lec c
12pm	12-1 6.034lec c	12-1 6.034lec c	12-1 6.034lec c
1pm	1p-2:30 CMIS 3 09lec	1p-2:30 CMIS 3 09lec	1p-2:30 CMIS 3 09lec
2pm			
3pm	2:30p-4 6.170lec c	2:30p-4 6.170lec c	
4pm			
5pm		5p-6p aspie interview	
6pm			
7pm			
8pm			
9pm	9p-10p 658 lecture	9p-10p 658 lecture	9p-10p 658 lecture
10pm			
11pm			

## Date proposals

[Calendar view](#) | [Free text](#)

What's new?

Select multiple dates or [date ranges](#).

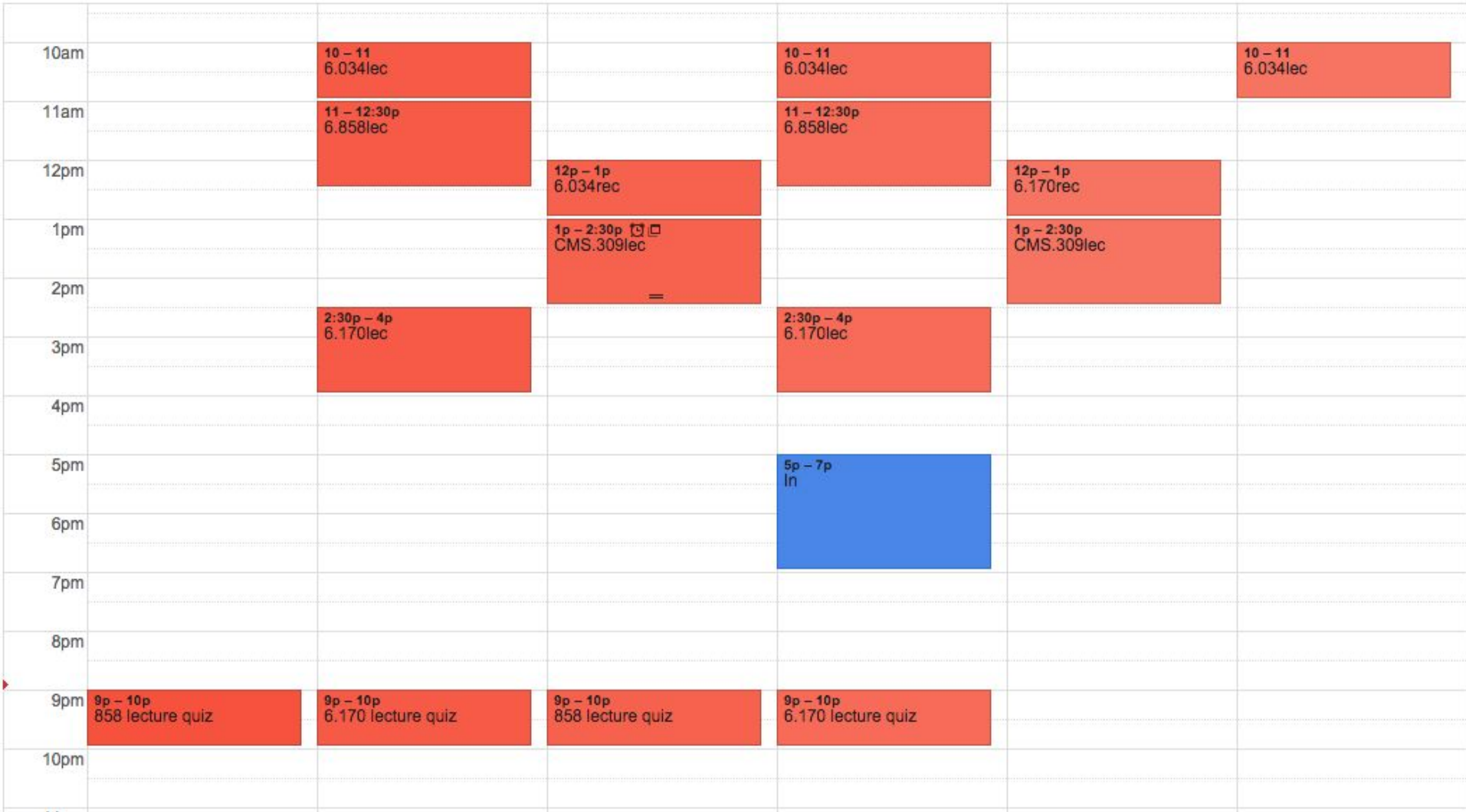
NOVEMBER 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Selected dates:

🗑️ Wed, 11/11/15 – Fri, 11/13/15 (3 days)

# check your calendar





# **“In”**

## **Purpose:**

To optimally schedule a meeting

## **Operational Principle:**

Users import their google calendar to show preference for times.  
The app then intelligently schedules a single optimized “In”.

Risk	Mitigation
people don't have google calendar	redirect them to make google calendar
people use google calendar in unexpected ways	submission screen time pruning
no time when everyone's free	schedules so most people could attend