**Interview A (Ty Bayn and Nathan Hebert):**

* There is a “Google Calendar” for each building. There is a building scheduler - you have to talk to them in order to schedule.
* You don’t know if a room has been scheduled

Effectiveness

* You can’t tell if a room is reserved
* It is hard to reserve a room - you have to go to a specific person
* Some buildings don’t have a reservation system
* Took an 1.75 hours to get a room - and eventually got kicked out of the room
* Took forever - wasn’t actually reserved.
* Took a while to get set up
  + Didn’t get to use it for two weeks
* Wants to export to different calendars - but it is stand-alone client
* But not all people use a digital calendar
  + But reminders are nice → text message or something else

Automated system is preferred - no fighting, no arguments, easy to use and can be used 5 minutes before you reserve

Kiosk solution - but on the door/room itself

But a computer in a single location would also be better than talking in person

Single experience and intuitive

* Day, Calendar, reserve from this time to this time, name, email. …

SHOW A DISCLAIMER/RULES

Uniform room scheduling → same rules everywhere

Have a mediator

Give an email confirmation

Works anywhere → can cancel anywhere

HAVE A WEBSITE FRONT END, don’t have to go to the location to make a reservation

USES A PIN TO ENTER THE ROOM - but has a timer in order to enter room before it becomes vacant

Reserve only - use Id to verify they are a student - as there are equipment in some of the buildings

Have a non-student option/instructions

**Interview B (Margie Anderson and Mikah Strait)**

* Events are scheduled through Banner
  + Events are scheduled within a minute 1
  + Events are labeled as a different types
  + Dates are entered
  + Times they want
  + Room wanted
  + Conflict Management is built in
  + ARGOS → show a visual representation
  + Each department schedules their own classes
* What would be helpful
  + Interface that shows ALL EVENTS would be helpful
* It is possible to set up a using AD and do it on its own stand-alone page
* Has event information that would be able to be sent to a “Central Scheduling Office”
* Sometimes everyone wants to wants to schedule a room at the same time
* Notification to everyone involved with room scheduling if there is room updates (including a change)
* Fee schedules really need to be attached
* People can be a vacancy list - a specific set of people can be notified, but vacancy is open to public viewing - but privacy needs to be addressed (can be viewed or not/details)

STILL HAVE TO HAVE MANAGERS WORKING THE SYSTEM (ESPECIALLY FOR NON STUDENTS)

* You would need to hire at IT, lots of $$, training, maintenance/etc.
* **Simplicity can be traded for some of the features!!!!**

**Current System:**

Events, reserved through banner

Takes very little time

**Potential Improvements:**

Both advocated for a centralized system.

Integrate with banner

Support for outside businesses

Permissions and/or override

Academics take precedence

**Flaws in banner:**

Fails to notify students in classes if class changes

**Potential Hurdles**

In charges may not want to relinquish control

Notifications

**Important Features**

Publicize or hide reservation details

Low Cost

Free or low cost trainings

**Existing systems mentioned**

Acalog courseleaf