Office Hours Guidelines:

TA Office Hours:

* TA Office hours should be used for conceptual and high-level questions.
* After entering the office hours students should send a message on the chat with following detail:
  + Name
  + Entry Time
  + Short description of your problem
  + (Optional): private or public with everyone present
* If there are more students in the queue, TA can limit each student to 10 mins. After which you can join the queue again by sending a message on the chat.

PM Office Hours:

* PM Office Hours should be used for programming related questions or easy conceptual questions.
* After entering the office hours students should send a message on the chat with following detail:
  + Name
  + Entry Time
  + Short description of your problem
  + (Optional): private or public with everyone present
* If there are more students in the queue, PM can limit each student to 10 mins. After which you can join the queue again by sending a message on the chat.

Guidelines for TA and PM:

* After TA and PM attend any office hours, they should drop a message in the chat stating they are there for the office hours.
* Based on the entry time/message time each TA or PM will do a public or private office hour and drop a message stating “with XYZ student” (for every student so students at the bottom of the queue are free to leave till their turn).
* If any student who sent a message on the chat but not present on the call then TA or PM can use their judgement to move on.
* If there are more students in queue TA and PM can use their judgement to limit time to 10 mins - 15 mins up to the TA or PM.