General Lab Procedures:

* Participant phone screenings/recruitment (e.g., scripts, fMRI limitations, cog testing)
* Phone usage (e.g., voicemail code)
* RA scheduling & procedures (e.g., participant suite access)
* IRB process & updates (UF & UCF procedures)
* Annotate code scripts
* Read-Me files for processing procedures & relevant scripts
* Management of lab sites
  + GitHub, GMail, Drive, Website, LLRN, STOKES, lab computers, Qualtrics, Slack
* Event preparation procedures/businesses
* Lab purchases
* Participant payments (Prapti procedures)
* FEAT FSL analysis protocol
* Archived data location (e.g., Research drive & WD MyBook backup)

Project Design:

* E-Prime procedures & licensing info
* Stimuli management (Windows Basic, PPT Macros)
* Creating new subject stimuli
* Data output (Matlab script)
* Research Drive organization & BIDS format
* Current status of ongoing projects
* Ebner recruitment database
* UF MBI access checklist (e.g., MRI suite access, UF ID, HyperGator, UF contacts list)
* Contacts for ongoing studies (Ebner lab, McCartney, Paulson/Sugaya analysis)