How to Sign Up for A Team Meeting

Thursday, September 26th

Team Meeting Times

- **Review available appointments here:** https://www.signupgenius.com/go/10C0A4E ACA82CAAF4C43-51709833-initial#/

Team Meeting Information

- There are no class meetings during these days, you just need to attend your scheduled meeting

- Meeting sign-ups will open at **9 PM Thursday 9/26 (today)**
  - An announcement with a link will post at 5pm

- Meetings will be 20 to 25 minutes long

Project Team Meeting Information

- All team members will need to attend in person
- Please arrive 5 minutes before your scheduled meeting time
- Meetings will take place in WPEB 209
- Meeting is to present your proposed project topic (if you are undecided you can propose two topics at most)
- No demo necessary (unless you want to quickly show us very relevant to the proposed topic)
- If you would like to prepare a short write up to document your project idea it is recommended to bring it to the meeting for each proposed topic, but this is not mandatory
- The main purpose of the meeting is to get your project topic approved by the instructors
- You will receive an email through web campus the day before your meeting confirming the location.

How to Sign Up for A Project Team Meeting

- Go to the link in the announcement from this morning / earlier in the slides.

- An additional reminder announcement will be sent out at 9PM to remind everyone

How to Sign Up for A Project Team Meeting Cont.

- Click "Sign Up" on the time slot you want to sign up for.

- Once you select a meeting time, click "Save & Continue"

How to Sign Up for A Project Team Meeting Cont.

- Fill out the necessary information
- Put Your Team Number in"Name"

How to Sign Up for A Project Team Meeting Cont.

- You should see your team signed up if you go back to the sign-up

Potential Trouble Shooting

- If you need to delete it or change something use the following buttons:

Potential Trouble Shooting Cont.

- Only one team member needs to sign up your team
  - Talk to your teams about potential times you can meet, other than class times
  - Designate a person to sign your team up
  - Confirm with another team member that they can see your reservation on Web Campus too
- Sign-up early do not wait till the day before
- If there are no open time slots that your team can meet, please contact teaching team
  - We usually can fit in a very early meeting if needed
- Ensure you receive class emails and notifications as soon as they are sent out
- If you have issues email Sara through webcampus