

How to Sign Up for A Team Meeting

Thursday, September 26th

Team Meeting Times

- **Review available appointments here:**
<https://www.signupgenius.com/go/10C0A4EACA82CAAF4C43-51709833-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



CS 425



CS 425 Project Team Meetings

DL Devrin Lee [Contact](#)

Please review the available slots below and click on the button to sign up. Thank you!

Location WPEB 209

[Share](#) [Pin](#) [f](#) [t](#)

Dates shown as mm/dd/yyyy PDT  

Date	Time	Available Slot	
10/05/2023 Thursday	10:00am-10:25am	Team Meeting 1 slot available	Sign Up
	10:25am-10:50am	Team Meeting	Sign Up

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”

Dates shown as mm/dd/yyyy PDT

Date	Time	Available Slot	
10/05/2023 Thursday	10:00am-10:25am	Team Meeting 1 slot available	✓ Selected
	10:25am-10:50am	Team Meeting 1 slot available	Sign Up
	10:50am-11:15am	Team Meeting 1 slot available	Sign Up
	11:15am-11:40am	Team Meeting 1 slot available	Sign Up
	11:40am-12:05pm	Team Meeting 1 slot available	Sign Up
10/06/2023 Friday	10:00am-10:25am	Team Meeting 1 slot available	Sign Up
	10:25am-	Team Meeting	Sign Up

Save & Continue

How to Sign Up for A Project Team Meeting Cont.

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

[← Back to CS 425 Project Team Meetings](#)

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - PDT)	My Comment	Quantity
Team Meeting	Thu., 10/12/2023 10:00am - 10:25am	<input type="text"/>	1

Sign up as: **Devrin Lee** (dllee@unr.edu) [This isn't me](#)

☒ Display an alternate name on the sign up (like a child or spouse)

☐ Make this my default member name

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

[Sign Up Now](#) [Cancel](#)




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

Wednesday			
10/12/2023 Thursday	10:00am-10:25am	Team Meeting All slots filled	Full
	10:25am-10:50am	Team Meeting 1 slot available	Sign Up
	10:50am-11:15am	Team Meeting 1 slot available	Sign Up
	11:15am-11:40am	Team Meeting 1 slot available	Sign Up
	11:40am-12:05pm	Team Meeting 1 slot available	Sign Up
10/13/2023	10:00am-10:25am	Team Meeting	Sign Up

Potential Trouble Shooting

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

10/12/2023 Thursday	10:00am-10:25am	Team Meeting All slots filled	Full
			Team #43   
	10:25am-10:50am	Team Meeting 1 slot available	Sign Up
	10:50am-11:15am	Team Meeting 1 slot available	Sign Up
	11:15am-11:40am	Team Meeting 1 slot available	Sign Up
	11:40am-12:05pm	Team Meeting 1 slot available	Sign Up
10/13/2023	10:00am-10:25am	Team Meeting	Sign Up

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