Task list for AJ and CMW

0730:

- AJ: Help set up seminar room 2
  - o Set up tables
  - o Distribute participant resources QR code on table
  - o Set up sign-in sheet

0812:

- AJ: Time keeper
  - o Signal 3-minutes remaining for RP

0855:

- AJ: Time keeper
  - o Signal 5-minutes remaining for TM

0925, 0955, 1025:

- CMW: Time keeper
  - o Signal 5-minutes remaining for each workshop

1015:

- AJ: Set up morning tea

1100:

- CMW: Pack up morning tea
- AJ: Prepare for sim role

1155:

- CMW: Open the last slide in RP – intro.pptx for course evaluation QR