**Room Attendance**

* at least one team member in the room at a time

**Room Access Control**

* locks?

**Visitor Access Procedure**

* badge required
* sign in/out sheet

**Phone Communication Procedure**

* assigned phone operator
* call summary sheet

**Document Management**

* keep paper documents in secure container and shred before dumping

**Misc.**

* firmware upgrades (printer, monitors, etc.)

WISHLIST: DOOR LOCK, TAPE