

Present:

- Blakely F.
- Delaney F.
- Gabriel H.
- Irven P.

Summary (Main points):

- Feedback
- Team Meetings
- To Do
- Important Dates

Feedback:

- Bruce's:
 - o Increase font-size.
 - o Explain acronyms.
 - o Overall, great presentation.
- Maughan's:
 - o Add Admin/grad the ability to email users
 - Ability to send emergency emails
 - o Grad student hours would be reoccurring
 - Validate users & grad hours.
 - o Double billing:
 - Penalty charge.
 - o Suspend account roles:
 - Flagging users
 - Remove privileges to use machine
 - Remove privileges to make reservations
 - o Buffer time:
 - Printing + Cooling time
 - o Limits:
 - Overnight printing?

Team Meetings:

- Next Meeting: March 03, 2020 @ 3:30pm

To Do:

- Schedule meeting with Victor H. (Blakely)

Important Dates:

- Team Member Citizenship Form (Due: March 10, 2020) Team
- Team Portfolio (Due: March 10, 2020) Delaney F.
- Wiki-page (Due: March 10, 2020) Gabe