

FAQ / HOWTO

Misc

- **How to schedule a meeting?**
 - if it is an area meeting (you are the supervisor), you just do it yourself because everybody should have edit access to calendar.
- **How to reserve a room?**
 - If you have CSAIL certificates you can do this yourself
<https://calendar.csail.mit.edu/mrbs/>
- **Problem with the calendar/ other account?**
 - ask Kirsten our account manager @bowser in Duckietown-engineers :
#01-help-for-accounts

How to prepare a lecture

See lecture timeline:

<https://docs.google.com/spreadsheets/d/1J3v3r8-toORWZah-Jqx9yEVezRbwidOiNvwpNcgwn88/edit?usp=sharing>

Rules:

4x3, not 16x9

Templates: