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-Jqx9yEVezaRbwidOlnwpNcgwn8
8/edit?usp=sharing

Rules:
  4x3, not 16x9

Templates: