

Attendees - Meghan Servello, Brian Maxwell, Jonathan Smith

What was discussed:

General Flow of how classes are scheduled now:

- Assistant Dean gets printout of last springs semester from banner
- Dr. Yoder is then asked to pencil in changes for the new semesters classes.
- Updates are made to banner
- Dr. Yoder then asks the CS faculty what preference they have for classes they teach and for restrictions in time off (ie. Tuesday Mornings)
- Schedule is then reworked to fit as many of those changes as possible
- Department Meeting is scheduled as a CSIS-00 class that every professor must have in there schedule\

Other Project Specifications:

- Admin can create new admin accounts
- All faculty will have access to one faculty account.
- Each faculty with have their own office hours that they create
- Each faculty's office hours are linked to that faculty's semester schedule
- Admin prompted to delete previous semesters (meaning years before e.g. 5 years previous) when creating a new semester
- Admin has the ability to add new rooms