

Capstone Projects and Study Area H961 Letter of Announcement

Tuesday, September 15, 2015

The Capstone Projects and Study area located at H961 is primarily provided as an area for the Capstone groups of the Faculty of Engineering and Computer Science to have a place to schedule meetings for the discussion of their projects. That being said, it also provides for other teams or groups within the faculty to meet and also as simply an area for engineering and computer science students to study and talk.

The Capstone students have a slight privilege over the other students by permitting them to reserve a meeting room up to one week in advance and also to reserve a room on a weekly recurring period. Registered non-capstone groups can only reserve two days in advance and non-capstone students can only reserve one day in advance. Capstone students and registered non-capstone groups also have the privilege of obtaining the door code to the main entrance for access during the evenings and on weekends.

There are approximately 20 project rooms containing one computer with two or three desks and a couple of larger meeting rooms. These can be reserved by any student in the Faculty of Engineering and Computer Science. Presently reservations are done on a sheet on the bulletin board just down the hallway from the entry door; H961. This will eventually be replaced by an online reservation system.

Using a room - It is mandatory that you record on the sheet your name and department corresponding to the room for the time that you use it. Failure to do so could result in your forfeiting the room to someone who follows the rules properly. You are expected to arrive at your prearranged reservation within a half-hour of the start time and you are allowed to go away for up to sixty minutes without losing the reservation. It is strongly advised to leave a message saying you are coming back so others know that the room has not simply been abandoned.

An empty room but with a name reserving it (Camp on) - Next to the daily reservation sheets there is a **Camp-On** sheet for people to indicate their occupation of an empty room that someone has reserved and seemingly abandoned. This is a contingency situation, you must inform the Capstone Technician in order to confirm your time of arrival in case the original person returns to re-occupy the room and disputes your arrival time. It is hoped that any space disputes can be resolved by the involved parties, otherwise the Capstone Technician can step in to arrange it.

Weekends and Evenings - The Capstone Projects and Study area is available for all students in the Faculty of Engineering and Computer Science. During the weekends and evenings the area is less supervised but non-capstone students are allowed to enter with a reservation on the sheet. The Capstone and other students must collectively supervise the area to insure that the proper protocols are respected. Any serious incidents that occur will result in all students being barred from using the area until the issue has been investigated. You will all be punished for the actions of someone who is less responsible. Be wary of anyone who does not seem to belong to this faculty and especially suspicious of anyone who does not appear to belong to the university. Report any problems or suspicions to the HELP DESK at H960 or send an email to hotpoint@encs.concordia.ca.

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Noise – There are no doors on most of the rooms. The primary objective of the rooms is to facilitate team conferences and discussions, particularly discussions on study material. Hence it is not feasible to maintain a quiet study environment at the same time. Excessive or continual noise can be very disturbing for others in the vicinity so some consideration for others is warranted.

Behaviour – Damage or rowdy behaviour is unacceptable and should be reported to the Capstone Technician, hotpoint@encs.concordia.ca. If you come into a room that has damage to the computer or furniture, report it to the Capstone Technician. You will not be blamed for encountering or causing damage unless it is not reported and I have to find out about it from other means.

Food – It is a pleasure to be able to drink a coffee and snack on something while browsing or working on the computer. Rather than an unpleasant policing of a systematic problem we decided to allow food and drink and deal with the problems as they occur. One or two spills over a period of time can be tolerated as long as they are properly dealt with when they occur. If it becomes apparent that this approach is not working we will have to re-evaluate it. Even so, it is better to go outside for full meals, especially smelly ones that can be distracting to your neighbours. **Clean up afterwards.**

Cleanliness – The janitorial staff do not come every night and definitely do not pass during the daytime. When you are finished with a room, make sure that it is properly cleaned of tissue and eraser pieces or other stuff so that the next inhabitant can use it as you would wish to see it. Continuous messiness will be recorded and could result in suspension of privileges to the area. **Clean up afterwards.**

Pre-registration and Weekly Meetings – The sheets for tomorrow are sometimes posted around 16:00 underneath the present day's sheets. Reservations can be made earlier than this by contacting the Capstone Technician in person or by e-mail to hotpoint@encs.concordia.ca. Capstone students can reserve anytime in advance, authorized course students can reserve two days in advance, regular students only one day before. You can have only 2 outstanding pre-reservations active per team. Authorized course students are also entitled to receive the door code from the Capstone Technician. Authorized course students can also make weekly reservations.

Ongoing weekly reservations must be arranged by email. You must specify the **room, date, start time and stop time, your department and Capstone group #, and the names and emails of the people in the group.** You can use the form located at <http://users.encs.concordia.ca/~capsweb/>

It is a good idea to specify a 1st, 2nd, and 3rd choice in your request. To the left of the reservation sign-in sheet on the bulletin board in H961, there is a sheet showing the weekly reservation slots already registered to guide you in your choices. I will reply with confirmation and any changes to the request. If you will be late or need to cancel, please inform me so I can manage the room accordingly. Maximum registration time is about four hours but may be extended if warranted.

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Pre-reservation priorities:

- 1.) Capstone teams weekly meetings
- 2.) Authorized course student teams weekly meetings
- 3.) Capstone students can reserve more than 2 days in advance (you cannot bump a weekly meeting, though)
- 4.) Authorized course students can reserve 2 days in advance
- 5.) Regular ENCS students can reserve after 16:00 the day before.
- 6.) Walk-in reservations cede to pre-registrations even if the day's sheet is not posted for some reason, as long as the CAMP-ON procedure is followed. Pre-registrations can be viewed at <https://calendar.encs.concordia.ca/month.php>
- 7.) Squatting in a room without registering has no privileges at all, you are considered as not being there.
- 8.) Students from other Faculties or not belonging to Concordia University are not permitted to be in the area unless supervised by a registered ENCS student.