CSAIL Staff Workshop
MIT Samberg Conference Center (Dining Rooms 5 and 6)
Wednesday, June 22, 2016

8:30AM     Breakfast and Welcome

9:00-10:00AM  State of the Lab, plus Q&A (Daniela Rus)

10:00-10:15AM  BREAK

10:15-10:45AM  Finance Overview (John Merriman)
Receipt Capture: A Refresher on Submission Guidelines (Stephanie Smith)
Whose Tab Is It? The Differences in Account Types (Samuel Kamau)

10:45-11:15AM  TIG Overview (Jack Costanza)
Encryption, Backups, and Secure Computing (Jason Dorfman)
Introduction to Mailing Lists and Spam Filtering (Jay Sekora)

11:15-11:30AM  BREAK

11:30-12:00PM  CSAIL Alliances Overview (Lori Glover)
Team Members and Responsibilities (Jeff Freilich)
Highlights of the Alliances’ Strategic Plan, 2016-2019 (Jessica Gibson)
<table>
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<td>12:00-1:30PM</td>
<td>LUNCH</td>
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| 1:30-2:00PM  | Human Resources Overview  
Recruitment: Engineering the Future of CSAIL  
Onboarding: Equipping New CSAIL Staff Members for Success  
(Tag Team of Jennifer Fotiades, Kyle Bettencourt, and Carolyn Stowe) |
| 2:00-2:15PM  | BREAK                                                                   |
| 2:15-3:15PM  | Reorganizing CSAIL’s Support Layer for Success, and Q&A (Victor Zue)    |
| 3:15-3:30PM  | Open Discussion and Planning for Next Steps                             |
| 3:30PM       | ADJOURN                                                                 |