

Software Directorate Onboarding - Minu Mathew

	Action	Who
<input type="checkbox"/>	Check computer preferences http://goo.gl/forms/1yKTq8iwXs	Devin from HR is on this
<input type="checkbox"/>	Purchase laptop (need funding source) (1 month prior to start date)	Per Emily on 7/27, "Devin has been working with Minu on first-day items, including her equipment. He said he is still working with Minu to get her preferences, but once she gets back to him, he will send Brandon a note. Once Brandon lets Devin know we have the equipment, he will meet Minu at NCSA to give it to her."
<input type="checkbox"/>	Add entry to this page: Equipment	Katie
<input type="checkbox"/>	Double-check New Employee form is correct (w/ room# / phone / etc.)	Katie ask Jong
<input type="checkbox"/>	Request computer fresh install	Devin has been working with Minu on first-day items, including her equipment. He said he is still working with Minu to get her preferences, but once she gets back to him, he will send Brandon a note. Once Brandon lets Devin know we have the equipment, he will meet Minu at NCSA to give it to her.
<input type="checkbox"/>	Check with Emily on first day schedule	Katie
<input type="checkbox"/>	Meet Emily	Emily
<input type="checkbox"/>	Get key from Tedra	Emily
<input type="checkbox"/>	Do NCSA onboarding meet and greet	Emily
<input type="checkbox"/>	Meet Tech Services Team - help with computer setup (should include computer access, network port, UC /exchange access, phone setup.	ITS
<input type="checkbox"/>	Second Floor Tour	na
	Put on team, project, software mailing lists add to our ldap groups https://internal.ncsa.illinois.edu/mis/groups/#/page/manageGroups	Katie
<input type="checkbox"/>	Add to team, project regular meeting invites	Katie
<input type="checkbox"/>	Explain team meetings	Group lead/project admin/Katie
<input type="checkbox"/>	Business cards	na

<input type="checkbox"/>	Add to any necessary Box folders	Project Admin
<input type="checkbox"/>	Set meeting with PIs of projects	Group Lead
<input type="checkbox"/>	Opensource account creation https://identity.ncsa.illinois.edu/join/PQWLU6UIFT	Employee
<input type="checkbox"/>	Add to Opensource groups	Project Admin
<input type="checkbox"/>	Create slack account https://ncsa-at-illinois.slack.com/signup	Employee
<input type="checkbox"/>	Slack access to SW-General room	Shannon
<input type="checkbox"/>	Request access to LastPass - help+security@ncsa.illinois.edu	? Ask Shannon what this is
<input type="checkbox"/>	Say hello in SW-Teneral room on slack	Employee
<input type="checkbox"/>	Introduce self at next staff meeting (also send by email in case anyone is absent)	Employee
<input type="checkbox"/>	ISDA reading: ISDA Flyer , ISDA Group Information , Staff Information , Current Projects , Active Software	Employee
<input type="checkbox"/>	Watch tutorial videos: http://ssa.ncsa.illinois.edu/isda/outreach/education-training-and-outreach/	Employee
<input type="checkbox"/>	Set up NCSA web site profile	Employee
<input type="checkbox"/>	Campus HR / Benefits orientations	Employee
<input type="checkbox"/>	Systems access - including add to group file server - http://isda.ncsa.illinois.edu/ (Automatic by adding to org_isda in LDAP)	ITS
<input type="checkbox"/>	Add to group web site	Kenton/Katie
<input type="checkbox"/>	Add to group people slide	Kenton
<input type="checkbox"/>	Show them where their mailbox is located in the kitchen	na
<input type="checkbox"/>	Ask for shirt size/color & order NCSA polo shirt (pending)	na