Checkoff

We will undergo a team checkoff process for completing ME310A. You must:

- Submit a copy of your Fall Report to the drive by 5:00pm.
    - Link: Submit here
- Deliver a copy of your documentation to your corporate liaison(s).
- Confirm all recent handouts, Fall Presentation materials, and brochure are submitted to the submissions folder.
- Double check to make sure that all other mission submission files have uploaded correctly
    - For example: if it is not submitted already:
        - Fall Final Brochure
        - CEP/CFP and User Persona Handouts
        - Benchmarking/Needfinding Handout
        - Corporate Context Handout
        - Paper Bikes Documentation
- Submit any/all PCard receipts and reimbursement requests to George.
- Clean up your team table space.
- One individual, self-directed Loft clean-up improvement. Pick something to do that's about 5 minutes worth of time, let the CA's know when you are done, and we will check you off

Enjoy your break!