

Pre-kickoff checklist for TEAM leads:

- ☐ Join the Sean's Legacy + Respective Discipline Slack Channels
 - ☐ #seans-legacy-project-general
 - ☐ #seans-legacy-project-design**
 - ☐ #seans-legacy-research
 - ☐ #seans-legacy-product
 - ☐ #seans-legacy-project-leads
 - ☐ #seans-legacy-project-content
 - ☐ #seans-legacy-project-github
- ☐ Join Project Google calendar via this link [HERE](#)
 - ☐ Make sure you add this calendar to your personal calendar to keep track of all events/meetings
 - ☐ If you're not able to access the calendar, ask your project coordinator for permissions
- ☐ Sean's Legacy Notion Page [HERE](#)
 - ☐ Make sure the project lead has given you editing permissions
 - ☐ Set up your team's Notion page
 - ☐ Give all team members editing permissions
 - ☐ Review Kanban Board
- ☐ Join Project Figma Team using this link [HERE](#)
- ☐ Read Apprentice & Leads handbook:
 - ☐ [Tech Fleet Apprentice Handbook](#)
 - ☐ [Tech Fleet Leads Handbook](#)
- ☐ Familiarize yourself with the Project Goals and Project Deliverables via the Product Requirement Document- [HERE](#)
- ☐ Prepare for the leads meeting scheduled by project lead **TBA**
 - ☐ Think about: What goal(s) would you like to achieve by the end of the project? - think project specific, tools/skills, and beyond Tech Fleet, etc.
- ☐ Reach out to your co-lead after reviewing apprentice application forms [HERE](#) **(do not share with apprentices)**
 - ☐ Review interview templates before scheduling interview [HERE](#)
 - ☐ You are welcome to alter templates
 - ☐ Schedule interviews via Slack
 - ☐ Once you onboard your apprentices please make sure you have them complete the apprentice pre-kick off checklist found [HERE](#)
 - ☐ Update your record in the [Tech Fleet HR Tracking Sheet](#)

Project Timeline:

1. July 19-28:
 - a. Leads will review apprentice applications and set up interviews.
2. July 28:
 - a. Leads will finalize their teams and let Stephanie/Stefania know final teammates.
 - b. All phase 1 materials will be shared with apprentices to ensure everyone is on the same page
3. Jul 31
 - a. Pre-kick off activities begin with all individual disciplines!
 - b. Icebreakers, working agreements, leads will answer any questions that the team may have, ensure everyone is on the same page before kick-off
 - c. Establish meeting times / working sessions / prepare for kick-off / client questions
4. Aug 14
 - a. KICK OFF DAY!!!!

Project duration: Aug 7 - Sept 29

Important log-in information:

Project Zoom login:

Project Gmail login:

Email: seanslegacyleads@gmail.com

Pasword: Se@anlegacy123