Transition Checklist

The transition checklist is a quick method for making sure new members are brought up to speed on the EPICS process and the previous semesters' work efficiently. Returning team members should partner with new members to help mentor them and update them on the previous team's progress. The checklist below can serve as a guide for this discussion.

This section to be completed by the new member:

Question	Response
Name of new member:	
Name of continuing member:	
I have a design notebook (either paper or electronic) and have reviewed the "Notebook Quick Start".	
I have visited the EPICS webpage, the team webpage, and the team sharepoint site.	
I have taken a tour of the EPICS labs and offices.	
I have logged on to a computer in the EPICS lab.	
My PUID successfully opens the lab card access system.	
I am part of a project group.	
I know where my project is stored or located.	
I have read my project's design documentation.	
I know how to send email to the team.	
I have read the web pages describing the TAs' areas of expertise.	
I have logged into myEPICS and updated my information.	
I have completed the EPICS Lab Safety Awareness and Use Guidelines form in myEPICS.	
I have completed the Model Release form (in myEPICS for those 18 and older; paper if 17 or younger).	
I have specific tasks related to the project to complete by next week.	
If I have a lecture conflict, it is marked in myEPICS and I know where the online videos are and how to submit attendance.	

This section to be completed by the returning student.

Question	Response
Name of new member:	
Name of continuing member:	
I have given my partner a tour of their project's design documentation.	
I have given my partner a tour of the EPICS labs and offices.	
I have met the new members of my project group (fill in names):	
My partner knows how to send email to the team.	
I am part of a project group.	
My partner and I have reviewed the web pages describing the TAs' areas of expertise.	
I have found my design notebook.	
I have logged into myEPICS and updated my information.	
Day and time of project team meeting (fill in day/time):	
I have specific tasks related to the project to complete by next week.	

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