# New team member checklist

This is a checklist for new team members joining the ACME team.

1. Schedule a 1-on-1 meeting with your manager within the first two days to get an overview of your role and responsibilities.
2. Ensure you have the daily and weekly team meetings on your calendar to stay up-to-date.
3. Reach out to each team member individually over the first month to introduce yourself and schedule 30-minute 1-on-1 meetings.
4. Order a large monitor for your desk through a Jira ticket, as this is a requirement for all team members.
5. Familiarize yourself with the ACME project website and application by reviewing the documents in the project space.
6. Visit a customer within the first two months to gain a customer-centric perspective.

If you have any questions, you can ask ACME Q, the AI assistant.