Welcome to i10 Checklist

Media Computing Group

Name:_____

		To-Do List	Done	Date	Initials
☐	1	Ask your supervisor what kind of key permission you need and whether you will need a pass to be allowed to be in the building an/or in the FabLab beyond general working hours: Key permission: ☐ Normal ☐ Normal + FabLab Working hours: ☐ Normal ☐ Extra			Supervisor
☐	2	Get an i10 account from the admin team by having your advisor send an email to i10 Help Desk with the following information: Your first and last name Your email address (we expect you to check this address daily - use your RWTH address if you have one) Your position (Hiwi, WiHi, BSc/MSc/Diploma Thesis Student, other: please specify) Your advising PhD student Your cell phone *HCI-G Suite gives you access to our group's calendars. DO NOT use the e-mail system from G-Suite. More information on http://hci.rwth-aachen.de/gsuite-setup.			Supervisor
☐	3	Get a **Slack** account by having your advisor invite you as a member.			Supervisor
☐	4	Put yourself on the **media mailing list** and the **hci mailing list** - both are essential for the group's communication. Use the same RWTH address you used for the i10 account to register.			Supervisor
☐	5	Sign up as an Apple Developer at the **Apple Developer Connection**.			Supervisor
☐	6	Create your own home page in our wiki following our **guide**. At least include your first and last name, your supervisor, your project, **and a photo** so we all know what you look like!			Supervisor
☐	7	Add your contact information to our **phone/IM list**.			Supervisor
☐	8	Inform **Nur** to put you on the **Kitchen Master list**.			Supervisor
☐	9	If your supervisor told you to get Fab Lab training, inform **Jan** (Thar) to get a training appointment (the **Fab Lab Master list** for cleaning the fablab is at the moment out of order, so no need to register for it).			Supervisor
☐	10	Write a **welcome email** to media@lists.rwth-aachen.de and introduce yourself to our group. Tell us a bit about yourself, who you are going to work with and on what project.			Supervisor
☐	11	Return to Clarissa or Zornitsa with your **completed Welcome Checklist** and a deposit of **52 EUR** (the cost if you lose your key or break it) to get your **key.**			Clarissa/Zornitsa/Katja

You can find more information on http://hci.rwth-aachen.de/welcome