

## MIT Lead Checklist

**Kickoff Date: September 12, 2022**

Who	Due	Status	Date	Task	Notes
Shannon	August 15, 2022	Complete		Welcome Day Room Booked and Calendar Invites	
Shannon	August 15, 2022	Complete		Benefits Review Calendar Invite	
Shannon	August 15, 2022	Complete		Lunch with Ops Calendar Invite	
Shannon	September 5, 2022	Complete		Meet our CEO Calendar Invite	
People	August 29, 2022	Pending		Booked in Kickoff day	
People	August 29, 2022	Not Started		Request Shirt Size and DOB	
Shannon	August 29, 2022	Not Started		Training Restaurant Determined	
Shannon	August 29, 2022	Not Started		Welcome Day Agenda	
Shannon	August 29, 2022	Not Started		Training Schedule Week 1	
Shannon	August 29, 2022	Not Started		Dropbox Invite	
Shannon	August 29, 2022	Not Started		Create Dropbox folder	
Shannon	August 29, 2022	Not Started		Micros Log In;	rager BOH Access (Allison) IT clicks
Shannon	August 29, 2022	Not Started		Wellness Checks	
Shannon	August 29, 2022	Not Started		Create Hot Spot Profile	
Shannon	August 29, 2022	Not Started		Register in Bi-Weekly events	
Shannon	August 29, 2022	Not Started		Notification to Training Restaurants	
Tr. Patrao	September 5, 2022	Not Started		Training Schedule Week 2-6 (2-8)	
Shannon	September 5, 2022	Not Started		Welcome Day Invitations	
Mary	September 5, 2022	Not Started		Uniforms	
Mary	September 5, 2022	Not Started		Training Books	
Shannon	September 12, 2022	Not Started		Kickoff Day	
Shannon	September 12, 2022	Not Started		Check In Invites	
Shannon	September 12, 2022	Not Started		Mid Term Invites	
Shannon	September 12, 2022	Not Started		Final Invite	
Donnelle	September 12, 2022	Not Started		Certifications Booked	
Tr. Patrao	September 14, 2022	Not Started		Ecotrak Log In	
Tr. Patrao	September 14, 2022	Not Started		Hot Schedules Log In	
Shannon	September 14, 2022	Not Started		Zendesck Log In	
Shannon	September 19, 2022	Not Started		Payroll	

### MIT Kit

Nando's Bag  
 Training Book  
 Manager Mag Card  
 Menu  
 Schedule  
 Username and Password Keeper  
 Apps to Download  
 Hat  
 Apron  
 2x Green T-Shirt  
 5x Manager Shirt

### Certifications

\_\_\_\_\_  
 Serve Safe Food  
 \_\_\_\_\_  
 Alcohol (Serve Safe, Basset, TIPS)  
 \_\_\_\_\_  
 Allergen (Chicago, MOCO)  
 \_\_\_\_\_  
 Local Food  
 \_\_\_\_\_  
 Local Alcohol

### Misc. Details

**Home Store:**  
**Training Store:**  
**Training Patrao:**  
**Area Director:**