* I emailed all my clan members
* 50% of my clan members responded to my email
* Clan members registered on LMS
* Clan members joined on Discord- and their respective clan channels
* Clan members started course 1
* Clan members completed course 1
* Create a WhatsApp group for clan
* Choose a name for my clan
* Organised first clan meetup

**FOLLOW THESE STEPS**

1. **Make a copy of this check list document.**
2. **Rename it as per your clan number eg. “Clan 1 lead Checklist”**
3. **Perform the tasks listed as you check all the boxes.**