

Modo Labs Onboarding & Internship Program Plan

Role: Modo Internship 2023

Dates: June 26 - August 4, 2023

Modo Mentors: Bert Hileman, Kat Agudelo, Michael Golda, Yuki Nagatoshi

Welcome to the Modo Team!

This onboarding plan is designed to help you navigate your internship at Modo. There will be a combination of company required items, team required items, and general suggestions to help you integrate into Modo.

Many of your tasks over this onboarding period are self-directed. Always take initiative to complete the tasks and (please!) never be afraid to ask your teammates for help. The more questions you ask, the higher the perception of being engaged. Your peers are here to support you and help you succeed!

Meet Your Team Members!

Aarnav Devulapalli	University of Maryland-College Park
Albert Shih	University of California Merced
David Knight	Northern Arizona University
Jason Nobles	North Carolina A & T State University
Kayla Huffman	Santa Clara University
Kiran Poudel	San Francisco State University
Savannah Carr	University of Notre Dame

Slack

<https://kgo.slack.com> (Primary internal communication tool; Download the app)

Your special slack channel:

- [#seed-2023](#) <--This is your home Slack channel for this Internship program
 - Please feel free to ask questions you have on training topics and tasks, and if you need assistance with anything. We have multiple Modo staff added to the channel to help you.



Useful Links:

MyModo https://my.modolabs.com/anywhere/home_anywhere/index	This is our internal app, myModo. Houses product & asset information as well as training videos.
Timesheet	Please enter your time in Justworks
Modo App Training Doc	This is the first document you will need for training & upcoming tasks. You will receive additional training documents in coming weeks.
https://support.modolabs.com/	Where you can find documentation on product
https://www.modolabs.net/organizations/modo-seed-2023/dashboard	Where you can find your sandbox
https://inspector.modolabs.net/default/feedinspector/index	Application for verifying a data source meets Modo specifications
https://xmodule.modolabs.net/	xModuleDocumentation

Daily Contacts:

Bert Hileman - Director of Technology & Enablement

Kat Agudelo - ISS II

Michael Golda - Sr SDM

Yuki Nagatoshi - Sr. Program Manager

Modo XModule Mentors:

Bert Hileman - Director of Technology & Enablement

Jenny Northcott - Software Engineer

Jacob Anavisca - Build and Release Engineer

Paige Andrews - Software Engineer

Modo Members / Stakeholders:

Richard Nichols - IT Helpdesk; Systems onboarding, 1Password

HR Team - hr@modolabs.com



Schedule for June 26 - August 4, 2023:

Important note: Once you receive your Modo email, please make sure to check your Modo email and calendar for any upcoming meeting schedule and zoom links.

June 26 - June 30: Get familiar with the Modo app. Introduction to XModule and XModule training and certification.

Goal: Complete onboarding (setup email, calendar etc) and start XModule training.

Date	Tasks	Where	Who
June 26 (M)	Internship Kickoff! (10am - 11am ET) Zoom Link: https://modolabs.zoom.us/j/89154119600?pwd=Y1NwaG5DOWhvaFBmTU5pQFYvSUF4OT09	Zoom	Bert, Kat, Mike, Yuki
	Company onboarding with HR (11 am-11:45 am ET)	Zoom	HR Team
	Basics of Modo Application (1-5pm ET)	Zoom	Bert, Kat
	<ul style="list-style-type: none">• Access to Sandbox, Support Center• Setup email• Access to calendar• Access to Google Drive• Access to Slack Channel	Self-directed	
June 27 (T)	XModule Certification (10am - 5pm ET)	Zoom	Bert
June 28 (W)	XModule Certification (10am - 5pm ET)	Zoom	Bert
June 29 (T)	XModule Certification (10am - 4pm ET)	Zoom	Bert
	Intern Weekly Hangout (4pm - 5pm ET) <ul style="list-style-type: none">• Guest Speaker: Tom Speller (Dir of Integration Tech)	Zoom	Everyone
June 30 (F)	XModule Certification (10am - 5pm ET)	Zoom	Bert

July 3 - July 7: Complete XModule training and certification. Start Research & Ideation of your campus app.

Goal: Complete an XModule project using AJAX, Events, and portal layout.

Date	Tasks	Where	Who
Jul 3 (M)	XModule Certification (10am - 5pm ET)	Zoom	Bert
Jul 4 (T)	July 4th Holiday!!		
Jul 5 (W)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	XModule Homework		
	Assignment Q&A with Bert (12 - 1pm ET)	Zoom	Bert
	Modo User Group Call (1-2pm ET)	Zoom	
Jul 6 (T)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Complete XModule Homework		
	XModule Assignment Review (1-4pm) <ul style="list-style-type: none"> Research & Ideation task detail will be provided at the end of the session 	Zoom	Bert / Yuki
	Intern Weekly Hangout (4pm - 5pm ET) <ul style="list-style-type: none"> Guest Speakers: XModule Mentors (Jenny Northcott, Jacob Anavisca, Paige Andrews) 	Zoom	Everyone
Jul 7 (F)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Research & Ideation of XModules that would enhance campus app	Self-directed	

July 10 - July 14: Complete Research & Ideation and have a presentation ready. Start prototype development in sandbox. We will also reveal the Group Project!

Goal: Solidify your ideas for two (2) XModule Prototypes.

Date	Tasks	Where	Who
Jul 10(M)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Research & Ideation of XModules	Self-directed	
Jul 11 (T)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	XModule office hours (11:30am - 12pm)	Zoom	Jenny/Jacob/ Paige
	Research & Ideation of XModules	Self-directed	
Jul 12 (W)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	UI/UX Best Practices (1pm ET) <ul style="list-style-type: none"> Special session by Eric Kim (Founder & Chief Creative Officer) 	Zoom	Eric Kim
	Research & Ideation Presentation (2pm ET) <ul style="list-style-type: none"> 15min each At the end of the presentation, Group Project will be announced 	Zoom	Everyone
Jul 13 (T)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Prototype development in sandbox	Self-directed	
	XModule office hours (1 - 1:30 pm)	Zoom	Jenny/Jacob/ Paige
	Intern Weekly Hangout (4pm - 5pm ET) <ul style="list-style-type: none"> Guest Speaker: Pete Akins (VP of Engineering) 	Zoom	Everyone
Jul 14 (F)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Prototype development in sandbox	Self-directed	

July 17 - July 21: Continue working on your prototype XModules.

Goal: Get prototypes to 60% complete, list problems and issues, and prepare some bullet points for the peer discussions so you can get feedback and help

Date	Tasks	Where	Who
Jul 17 (M)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Prototype development in sandbox	Self-directed	
Jul 18 (T)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	XModule office hours (11:30am - 12pm)	Zoom	Jenny/Jacob/ Paige
	Research & Ideation of XModules	Self-directed	
Jul 19 (W)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Research & Ideation of XModules	Self-directed	
	Group XModule Project Q&A (4pm ET)	Zoom	Bert
Jul 20 (T)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Prototype development in sandbox	Self-directed	
	XModule office hours (1 - 1:30 pm)	Zoom	Jenny/Jacob/ Paige
	Intern Weekly Hangout (4pm - 5pm ET) <ul style="list-style-type: none">• Guest Speaker: Tony Lee (Sr QA Engineer)	Zoom	Everyone
Jul 21 (F)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Prototype development in sandbox	Self-directed	

July 24 - July 28: Finalize prototyping and start working on a group project. Start to work on the Group project.

Goal: Focus on finalizing your prototypes including presentation and make sure the group project is in progress

Date	Tasks	Where	Who
Jul 24 (M)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Prototype development in sandbox	Self-directed	
	Prototype Development Peer Presentation <ul style="list-style-type: none"> • 15 min per person • Group Project will be announced 	Zoom	Everyone
Jul 25 (T)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	XModule office hours (11:30am - 12pm)	Zoom	Jenny/Jacob/Paige
	Finalizing Prototypes & final presentation	Self-directed	
	Group XModule Project	Group	
Jul 26 (W)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Finalizing Prototypes & final presentation	Self-directed	
	Group XModule Project	Group	
	Group XModule Project Q&A (4pm ET)	Zoom	Bert
Jul 27 (T)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Finalizing Prototypes & final presentation	Self-directed	
	Group XModule Project	Group	
	XModule office hours (1 - 1:30 pm)	Zoom	Jenny/Jacob/Paige
	Intern Weekly Hangout (4pm - 5pm ET) <ul style="list-style-type: none"> • Guest Speaker: Charley Bandes (Sr Software Engineer) 	Zoom	Everyone
Jul 28 (F)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki

	Finalizing Prototypes & final presentation	Self-directed	
	Group XModule Project	Group	
	Group XModule Project Q&A (3:30pm ET)	Zoom	Bert

July 31 - Aug 4: Last week! Finalize prototyping and presentation. Complete POC of group project and present to Modo.

Goal: Complete and present your individual projects and the group project.

Date	Tasks	Where	Who
Jul 31 (M)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Finalizing Prototypes & final presentation	Self-directed	
	Group XModule Project	Group	Everyone
Aug 1 (T)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	XModule office hours (11:30am - 12pm)	Zoom	Jenny/Jacob/ Paige
	Finalizing Prototypes & final presentation	Self-directed	
	Group XModule Project	Group	
	Group XModule Project Q&A (3:30pm ET)	Zoom	Bert
Aug 2 (W)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Finalizing Prototypes & final presentation	Self-directed	
	Group XModule Project	Group	
	Final Presentation Group 1	Zoom	
Aug 3 (T)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki
	Finalizing Prototypes & final presentation	Self-directed	
	Group XModule Project	Group	
	XModule office hours (11:30am - 12pm)	Zoom	Jenny/Jacob/ Paige
	Final Presentation Group 2	Zoom	
	Group XModule Project Presentation Final Prep (4:00pm ET)	Zoom	Bert
Aug 4 (F)	Daily Check-in (10am ET)	Zoom	Kat/Mike/Yuki

	Fireside Chat Presentation (11am ET) <ul style="list-style-type: none"> Present group project at Modo company-wide meeting 	Zoom	Intern Team
	Program wrapup (1:30 - 2:30pm) <ul style="list-style-type: none"> Preview of next gen screen builder 	Zoom	Kat/Mike/Yuki/Bert
	Exit Interview (2:30 - 5pm)	Zoom	HR