Nick 12.06

Meeting Purpose

The purpose of this meeting is to clarify Internal IT department's roles and responsibilities during the onboarding process of new employees at RELEX. Specifically, we will discuss the hardware provisioning process, including computer allocation policies and standard equipment setup procedures.

Goals

1. Understand the information flow to IT during new employee onboarding:

- What details are provided about the new hire

- When is this information received

- Who provides this information

- What format is this information delivered in

2. Document the current computer provisioning process:

- Timeline of equipment preparation

- Steps involved in setup and configuration

- Handoff procedures to new employees

3. Identify potential areas for improvement:

- Current bottlenecks or delays

- Communication gaps

- Resource constraints

- Process inefficiencies

Outstanding Questions

- will a newbie get a choice at a mac or PC. What determines which type of computer the newbie will use. Are there standard equipments (mice, keyboard, monitors, adapters) which come with the computer?

- How does an IT person know if a newbie is starting Remote? What are the current lead times and shipment options around shipping a computer to a newbie?

- Are there any different processes if a newbie is starting in office. Do we have the ability to get them a computer at their office?

- Is a computer set up and ready for the newbie on day 1. How can they reach out to you if they do not know what to do?

Current Pain Points

- computers are often not arriving at the newbies house on time