April 1st 2025

Sura's Developer Onboarding Plan

Equipment Setup

- ☐ **Laptop delivery and setup**
    - ☑ Confirm delivery of company laptop to address: North York, Ontario, M2J 3C7
    - ☐ Initial login and account setup > WIP

Administrative Tasks

- ☑ ~~Complete new hire paperwork~~
    - ☑ ~~Employment contract acknowledgment~~
    - ☑ ~~Tax forms~~
    - ☑ ~~Direct deposit setup~~
    - ☑ ~~Benefits enrollment~~
- ☑ ~~ID/Access card acquisition~~
    - ☑ ~~Photo submission for ID card (if required)~~
    - ☑ ~~Pickup location and process~~
- ☐ Digital access provisioning
    - ☐ Company email setup (@t..com)
    - ☐ Calendar and meeting tools access
    - ☐ Communication platforms (Slack/Teams/etc.)
    - ☐ Project management tools (Jira/Asana/etc.)
    - ☐ Document sharing platforms (SharePoint/Google Workspace/etc.)
    - ☐ Code repositories (GitHub/GitLab/etc.)

Orientation

- ☐ Company overview
    - ☐ Mission, vision, and values Training
    - ☐ Required training
        - ☐ Security awareness
        - ☐ Compliance training
        - ☐ Tech stack-specific training
- ☐ Team introduction
    - ☑ ~~Meet with direct manager (Joris)~~
    - ☐ Met TAPAS
        - ☐ Who filled in this position previously, it'd be good to catch up

- ☐ Team member introductions
    - ☐ Sakshi - FE
    - ☑ ~~Naman - Dev~~
    - ☐ Rohit - FE Dev
- ☐ Roles and responsibilities within the team
- ☐ HR policies and procedures
    - ☑ ~~Working hours and flexibility policies :~~
        - ☐ Joris is in 8:30 AM Mondays + Thursdays
        - ☐ Sura can start 7:45 or 8 AM in the future after onboarding
    - ☐ Time off request process
    - ☐ Performance review process
- ☐ Meeting with recruiter for onboarding assistance
    - ☐ Discuss integration into the team Joris + Sura + Specialisterne
    - ☐ Sura Follow ups with Specialisterne

Technical Stack

- **Tech stack overview + Knowledge preparation**
    - **Frontend**
        - ☐ Angular v11 (upgrade planned)
            - ☐ Knowledge of new angular feature knowledge
        - ☐ Bootstrap-based UI framework (waiting for browser compatibility to upgrade)
            - ☐ Knowledge of integrating bootstrap + Angular
    - **Backend**
        - ☑ ~~NVM needed~~
            - ☐ NodeJS
                - ☐ v13 (current version)
                - ☐ v18 (when running standalone)
                - ☐ v20 (starting April 30)
            - ☐ Java 8 (planned upgrade to Java 17)
    - **Databases**
        - ☐ Oracle (main database + familiar with it)
        - ☐ Microsoft SQL Server + already familiar with
    - **Version control / Source Control**
        - ☐ Git Bitbucket (current)
        - ☐ GitHub (migration planned)
            - ☐ Sura's https://github.com/karnawis/Github-Examples/
    - **Development Tools**
        - ☐ Microsoft Visual Studio Code
        - ☐ JetBrains IntelliJ IDEA

- ☐ T. version of Windows Subsystem for Linux (WSL)
  - ☐ Being implemented to add flexibility
  - ☐ Will enable container
- **Infrastructure**
  - ● Containers (planned)
- Tools
  - ☐ NVM

Product & Project Onboarding

- ☐ Product overview > https://discovery.td.com/tool
- ☐ Agile processes
  - ☐ Sprint / kanban
  - ☐ Daily standups
  - ☐ Retrospectives

Learning & Development

- ☐ Documentation and resources
  - ☐ Internal wikis and knowledge bases
  - ☐ Architecture diagrams

Contact Information

- ☑ ~~Direct Manager: Joris.M…r@...com (Email: TBD)~~
- ☐ HR Contact: (TBD)
- ☐ IT Support: (TBD)
- ☐ Team Members: Sakshi, Rohti, Naman (TBD)

Techy questions
- What challenges / technical issues did you face in this role?
- Are there any undocumented quirks in the codebase I should know about?
- Which parts of the codebase need the most attention or refactoring? What tools do you recommend?