

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One Touch Automation	UX Meeting	June 2, 2024	1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Project Based			
Process Description			
User Interface Meeting - Get Client Signed in and Basic Understanding of Apps			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
Project Manager	Project Manager	Completed Built and Tested Rack	
Programmer	Programmer	UX Meeting Checklist	
Sales Person	Sales	UX Email Template Sent	
What are the sequential steps?			
Step Description		Who is Responsible?	
Setup UX Meeting at our Experience House Training Room with client and Client Experience Manager		PM	
Prepare Rack for Meeting		Programmer	
Have Client Setup SSID and Password for their WiFi - Live Edit so it's active.		Programmer	
Have them sign into their new WiFi on their Device		Programmer	
Have client Download all apps that they will need for their home		Programmer	
Have client create Username and Passwords for each app		Programmer	
Have them write down their login information		Programmer	
Login to their streaming music accounts		Programmer	
Login to their Streaming Video Accounts		Programmer	
Give a Tutorial of how to use the apps with live demo on their equipment		Sales	
Show how to add users		Sales	
Have them use the app to play music and video.		Sales	
Tour of the rack		Sales	
What are the outputs [Defined Standards of Completion or Deliverables]			
Client is signed in to all pertinent apps for the equipment OTA has provided.			
Client is comfortable turning on/off TVs			
Client is comfortable starting music in multiple rooms and turning back off			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
	PM	Rack Delivery	