

Checklist Template			
Company Name	Checklist Name	Date Created	Revision Number
One-Touch Automation	UX Meeting Checklist	4/10/25	V1
Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)			
Project Based			
Checklist Description			
Outline the the aspects that determine when a project is complete.			
Who's Involved		When is the checklist needed?	
Name	Department or Function	Example: Phase completion, proposal created, etc.	
Project Manager	Project Manager	After the UX Meeting is scheduled	
Programmer	Programmer		
Client	Client		
What are the items?			
OTA Pre-UX Meeting Items		PM Sign Off	Date
Rack programmed and prepared for meeting			
Temporary TV setup in conference room for demo			
Demo speakers connected to client system			
Network equipment ready for temp config			
Conference Room fully prepared and setup			
Client Pre-UX Meeting Items (If possible)		PM Sign Off	Date
Streaming Account credentials provided to OTA			
Savant account created			
Ubiquiti account created for Protect/Access			
Wifi Network name and password provided to OTA			
Durring Meeting Items		PM Sign Off	Date
All Streaming services signed in (video and audio)			
Client connected to Ubiquiti apps (Protect/Access)			
Client connected to Savant			
Wifi is configured			
Brief system overview completed			
Questions answered			
Who does the process transfer to next?			
Name	Department or Function	Milestone	