Airhost Onboarding Day 1

Admin & Set-Up

- [ ] Create Gsuite email account, Basecamp account, PMS Admin account, and Zendesk Agent (Beforehand) For Zendesk, include account into 'Airhost Dev Team'
- [ ] Company Structure - Sales
- [ ] Company Structure - Support
- [ ] Company Structure - Programmers
- [ ] Code of Conduct
- [ ] Company Benefits
- [ ] Office tour - pantry, toilet, printer, meeting rooms, recreational area
- [ ] Setup Ucommune access
- [ ] Setup Printer
- [ ] Download Timbre+ App and Set up account (top up during off peak hours)
- [ ] Process loan of Office Equipment
- [ ] Group Introduction/Interaction with current Dev Team
- [ ] Install VMware, Chrome, Skitch, Malwarebytes, VS Code, Postman, Mailhog
- [ ] Setup airhost_ror
- [ ] Setup airhost_web
- [ ] Setup Basecamp email alerts
- [ ] Setup Zendesk email alerts
- [ ] Introduction to Sentry and set up login
- [ ] Introduction to Kibana and setup login

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