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