

UX/UI OnBoarding Cheat Sheet

Team Intro

- [Explain where your team fits in the organizational chart]

Meet the Team

- [Who are the team members?]
- [What's the role and responsibilities of each member?]
- [Where are they based?]
- [Contacts]



Communication

- [Who are the team members?]
- [Frequent meetings/ syncs - team/department/company-wide]

Processes and Tools

- [Delivery process]
- [Everyday tools and where to find them]

Exercises to Get Started

