**Welcome to the Team!**

**Onboarding schedule for the first two weeks**

|  |
| --- |
| **Day 1: Monday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am |  |  |
| 9:00 am – 10:00 am |  |  |
| 10:00 am – 11:00 am |  |  |
| 11:00 am – 12:00 pm |  |  |
| 12:00 pm – 1:00 pm |  |  |
| 1:00 pm – 2:00 pm |  |  |
| 2:00 pm – 3:00 pm |  |  |
| 3:00 pm – 4:00 pm  |  |  |
| 4:00 pm – 5:00 pm  |  |  |

|  |
| --- |
| **Day 2: Tuesday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am |  |  |
| 9:00 am – 10:00 am |  |  |
| 10:00 am – 11:00 am |  |  |
| 11:00 am – 12:00 pm |  |  |
| 12:00 pm – 1:00 pm |  |  |
| 1:00 pm – 2:00 pm |  |  |
| 2:00 pm – 3:00 pm |  |  |
| 3:00 pm – 4:00 pm  |  |  |
| 4:00 pm – 5:00 pm |  |  |
| **Day 3: Wednesday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am |  |  |
| 9:00 am – 10:00 am |  |  |
| 10:00 am – 11:00 am |  |  |
| 11:00 am – 12:00 pm |  |  |
| 12:00 pm – 1:00 pm |  |  |
| 1:00 pm – 2:00 pm |  |  |
| 2:00 pm – 3:00 pm |  |  |
| 3:00 pm – 4:00 pm  |  |  |
| 4:00 pm – 5:00 pm |  |  |

|  |
| --- |
| **Day 4: Thursday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am |  |  |
| 9:00 am – 10:00 am |  |  |
| 10:00 am – 11:00 am |  |  |
| 11:00 am – 12:00 pm |  |  |
| 12:00 pm – 1:00 pm |  |  |
| 1:00 pm – 2:00 pm |  |  |
| 2:00 pm – 3:00 pm |  |  |
| 3:00 pm – 4:00 pm  |  |  |
| 4:00 pm – 5:00 pm |  |  |

|  |
| --- |
| **Day 5: Friday**  |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am |  |  |
| 9:00 am – 10:00 am |  |  |
| 10:00 am – 11:00 am |  |  |
| 11:00 am – 12:00 pm |  |  |
| 12:00 pm – 1:00 pm |  |  |
| 1:00 pm – 2:00 pm |  |  |
| 2:00 pm – 3:00 pm |  |  |
| 3:00 pm – 4:00 pm  |  |  |
| 4:00 pm – 5:00 pm |  |  |

|  |
| --- |
| **Day 6: Monday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am |  |  |
| 9:00 am – 10:00 am |  |  |
| 10:00 am – 11:00 am |  |  |
| 11:00 am – 12:00 pm |  |  |
| 12:00 pm – 1:00 pm |  |  |
| 1:00 pm – 2:00 pm |  |  |
| 2:00 pm – 3:00 pm |  |  |
| 3:00 pm – 4:00 pm  |  |  |
| 4:00 pm – 5:00 pm |  |  |

|  |
| --- |
| **Day 7: Tuesday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am |  |  |
| 9:00 am – 10:00 am |  |  |
| 10:00 am – 11:00 am |  |  |
| 11:00 am – 12:00 pm |  |  |
| 12:00 pm – 1:00 pm |  |  |
| 1:00 pm – 2:00 pm |  |  |
| 2:00 pm – 3:00 pm |  |  |
| 3:00 pm – 4:00 pm  |  |  |
| 4:00 pm – 5:00 pm |  |  |

|  |
| --- |
| **Day 8: Wednesday** |
| **Time** | **Meeting Title** | **Contact**  |
|  |  |  |
| 9 am – 10 am |  |  |
| 10 am – 11am |  |  |
| 11 am – 12 pm |  |  |
| 12 pm – 1 pm |  |  |
| 1 pm – 2 pm |  |  |
| 2 pm – 3 pm |  |  |
| 3 pm – 4 pm  |  |  |
| 4 pm – 5 pm  |  |  |

|  |
| --- |
| **Day 9: Thursday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am |  |  |
| 9:00 am – 10:00 am |  |  |
| 10:00 am – 11:00 am |  |  |
| 11:00 am – 12:00 pm |  |  |
| 12:00 pm – 1:00 pm |  |  |
| 1:00 pm – 2:00 pm |  |  |
| 2:00 pm – 3:00 pm |  |  |
| 3:00 pm – 4:00 pm  |  |  |
| 4:00 pm – 5:00 pm |  |  |

|  |
| --- |
| **Day 10: Friday** |
| **Time** | **Meeting Title** | **Contact**  |
| 8:00 am – 9:00 am |  |  |
| 9:00 am – 10:00 am |  |  |
| 10:00 am – 11:00 am |  |  |
| 11:00 am – 12:00 pm |  |  |
| 12:00 pm – 1:00 pm |  |  |
| 1:00 pm – 2:00 pm |  |  |
| 2:00 pm – 3:00 pm |  |  |
| 3:00 pm – 4:00 pm  |  |  |
| 4:00 pm – 5:00 pm |  |  |