UBC Supermileage Team

Turnover Document 2014-2015

# [Division/Position] Division

## 1) Year Overview

*General overview of the year including highlights and struggles. Include information about the overall year in the shop, communications, team dynamics as well as competition.*

**1.1 Highlights and Achievements:** List your most successful projects or processes including how they could be improved next year.

**1.2 Failures and Issues:** List of projects or processes that did not go well and what you learned from these experiences.

**1.3 Ideas:** What are some things you would change or would like to see the division/team do in the future?

## 2) Brief History

**2.1 Summary of Current Design:** basic overview of the past designs of note that did or didn’t work.

### 3) Planning and Structure

**3.1 Planning:** How have you organized planning meetings, distributed work amongst leads and kept track of progress? What works/doesn’t?

**3.2 Communication:** How do you communicate with members? Weekly email responsibilities, Facebook, other? How would you like to communicate with members or what could be better in the future?

**3.3 Structure:** Division structure: what worked/didn’t? Used small teams led by experienced member, large group led by lead, etc.

### 4) Logistics

**4.1 Early Year:** Action items for the start of the year. What training is required for new members, what needs to be set up for September?

* 1. **Other logistical details** a lead should know?

**4.3 Timeline/Calendar items:** list of key dates and times to complete projects.

### 5) Key Contacts

Summary of important contacts for your division: professors, industry contacts, alumni or important businesses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position/Title** | **Contact Info** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### 6) Other

Any other information you would like to turnover. Past year’s experiences, old tales, “this seems like it would work but trust me…”. Further technical information can also go here.