

B3: Supermileage Turnover (2014/15)

UBC Supermileage Team

2014-2015 Summary and Turnover Document

[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?

4.2 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

8) Other

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