



Starting a Team - Checklist

Team 1718: The Fighting Pi
www.fightingpi.org

Description	Timing (month)	Finished (Y/N)
Register the team on the TIMS website	Early September	
Establish a build location	Mid September	
Establish a location to drive and test the robot	December	
Locate sponsors	September	
Recruit mentors (background checks may be required)	September	
Designate secondary contacts in TIMs	September	
Invite Mentors via TIMs	September	
Choose 2-3 district events and register for them	Late September	
Recruit team members	October	
Collecting student dues	November	
Collect student contracts	November	
Gather tools (see the tool checklist)	November	
Gather miscellaneous materials (wire and fasteners)	November	
Send in the registration fee	November	
Create a team logo	November	
Establish a name and motto	November	
Purchase team shirts	November	
Have students log in to STIMS and add them to team roster	December	
Create a budget	December	
Create a team contact list	December	
Complete the First In Michigan (FIM) consent form	December	
Just Prior to Kickoff:		
Designate personnel to attend kickoff and collect the Kit Of Parts	December	
Print Kickoff Permission Slips	December	
Decide to attend a kick-off day event put on by another team or not	December	
Secure a location with broadband internet to watch the kickoff	December	
Download the encrypted manual from the FIRST website	December	

