

# Human Resource Management Worksheet of NoteRoom

NoteRoom is a lightweight social media platform for students at Chittagong College to share notes, study in groups, share problems, and host group teaching sessions, with a priority on mobile users.

The project was initiated by Anirban Biswas who played the role of Front-end developer, Moshir and Devajit co-founded the platform with their respective fields - Backend developer and UI/UX design. The platform is being expanded to more colleges and communities gradually. And has been recognized by the students of various colleges for its functionality and benefits.

## Welcome to NoteRoom!

We are happy to have you consider joining our growing team at NoteRoom, where innovation, collaboration, and passion come together to shape the future of learning and knowledge sharing. At NoteRoom, we believe that education should be accessible, engaging, and empowering for everyone. And throughout the process, we have had people who provided their valuable knowledge and feedback which made NoteRoom what it is today. As we continue to grow and innovate, we need passionate and driven people who share our vision of making a lasting impact on education. Your contribution will be vital in helping NoteRoom rise to new heights, and in turn, we are committed to providing you with the tools, opportunities, and environment to grow both personally and professionally.

## Company overview

NoteRoom is an advanced note-sharing and collaboration platform tailored for college communities. Founded by Anirban Biswas (frontend developer), Moshir Rahman (backend developer), and Devajit Mutsuddy Rohit (UI/UX designer), the platform integrates sophisticated technical solutions with an optimized user experience.

- Frontend Development: Led by Anirban Biswas, who implemented the frontend architecture and user interface components using modern web technologies.
- Backend Development: Managed by Moshir Rahman, who designed and developed the backend infrastructure, ensuring robust data handling and seamless integration with the frontend.
- UI/UX Design: Crafted by Devajit Mutsuddy Rohit, who designed the user interface and experience in Figma. The design was subsequently implemented by the development team using tools such as VSCode and GitHub for version control and collaboration.

NoteRoom utilizes Slack for streamlined project management and communication, following evaluations of various project management systems.

## Roles and Responsibilities

### Developer

If you are a full stack developer or have the programming languages needed to sustain the developmental progress this role is for you.

There can be multiple developers working in any of the following two departments-

- Front-end developer

The things a Front-end developer is responsible for-

**User Interface Implementation:** Translating the UI/UX designs into a functional and interactive frontend using web technologies.

**Front-End Architecture:** Developing the structure and layout of the platform, ensuring a responsive and user-friendly experience.

**Integration:** Connecting the frontend with backend services to ensure seamless data flow and functionality.

**Performance Optimization:** Enhancing the frontend performance for faster load times and a smoother user experience.

**Bug Fixing and Maintenance:** Addressing any issues that arose in the frontend and performing ongoing maintenance to ensure stability and reliability.

- Back-end developer

The things a Back-end developer is responsible for-

**Backend Architecture:** Designing and implementing the server-side architecture that supports the platform's functionality.

**Database Management:** Setting up and managing databases to handle data storage, retrieval, and manipulation efficiently.

**API Development:** Creating and maintaining APIs that allow the frontend to interact with the backend services.

**Server Integration:** Ensuring the backend integrates smoothly with frontend components and other services.

**Performance and Security:** Optimizing backend performance for scalability and ensuring the security of data and operations.

**Bug Fixing and Maintenance:** Identifying and resolving backend issues and performing regular maintenance to ensure system stability and performance.

## Designer

If you are experienced with designing websites and improving on them, this role is for you.

The Web designer ought to have technical knowledge needed to provide the improvements and revamps needed. As for taking on the UI/UX part in the NoteRoom, you are supposed to be handy with softwares like Figma, Wordpress, Adobe XD, Elementor etc. The more unique generalized knowledge you have, the better.

The things a Web designer is responsible for-

**UI/UX Design:** Crafting the user interface and user experience design, focusing on creating an intuitive and visually appealing layout that enhances usability.

**Wireframing and Prototyping:** Developing wireframes and interactive prototypes using Figma to visually map out the user journey and overall design structure.

**Design System Creation:** Establishing a cohesive design system, including color schemes, typography, icons, and other visual elements, ensuring consistency across the platform.

**Collaboration with Developers:** Working closely with the frontend and backend developers to ensure the design was accurately implemented and functioned as intended.

**User Research and Testing:** Conducting user research and usability testing to gather feedback, iterating on the design to improve user satisfaction and experience.

**Visual Branding:** Contributing to the overall visual identity and branding of NoteRoom, ensuring that the design aligned with the platform's goals and target audience.

## Project Director

If you have had experience in managing a remote team, you may take it under your consideration.

In NoteRoom a Project Director is more than what the words convey. If you are getting this role on your hand then you may also consider other roles to be involved in. In the initial stage, NoteRoom was directed by the founder who also led the Front-end part of the project. You should be able to hold accountability in the project direction and also have an overview of what's going on in the company in a big picture level.

The things a Project director is responsible for-

**Setting the Vision and Goals:** Anirban would define the overall vision and objectives of the platform, aligning the team's efforts towards creating a functional and appealing **MVP**.

**Coordinating the Team:** He would manage and coordinate between different team members (frontend, backend developers, and designers) to ensure smooth communication and collaboration throughout the development cycle.

**Managing the Project Timeline:** Anirban would oversee the timeline for each phase of the project, ensuring that tasks are completed on time, deadlines are met, and the MVP is launched as scheduled.

**Problem-Solving and Decision-Making:** He would handle any challenges or roadblocks the team faced, making critical decisions about design, development, or other project elements.

**Quality Control:** Ensuring that the platform's frontend and backend components meet the required quality standards and that the user experience aligns with the team's vision.

**Review and Feedback:** Anirban would gather feedback from the team and users to make necessary improvements, optimizing the product before its full release.

## **Company Policies**

### **Code of Conduct:**

- Team members agree to communicate respectfully, meet deadlines, and contribute equally to the project's success.

-All members will adhere to a professional work ethic and maintain a positive collaborative environment.

### **Accountability**

- Each team member is accountable for their assigned roles and responsibilities.
- Regular updates on progress and challenges will be shared during weekly meetings.
- Deadlines must be respected, and any potential delays should be communicated promptly.

### **Legal and Compliance-**

Any team member is bound to not let company data be spilled to any 3rd party under any circumstance. If this rule is hindered, a member may face legal issues

### **Termination**

- Any team member may terminate their participation by providing written notice to the other members.

### **Workplace Culture and Environment**

- At NoteRoom, robusticity and accountability are the top two priorities. We have meetings every weekend to have an overview of what is going on in the project. It is usually like having a meeting with your peers and talking about what you worked on throughout the week.
- We are a remote team. A remote team works based on feedback and support. If a member is facing any issues with the tasks assigned, we are always there to reach out and sort things out collaboratively.
- We use project management softwares to maintain a code of conduct within the workspace. Anyone being in a project management space can access to what a person is doing at times.

### **Health and Safety**

- We care about your health and safety. But not being in a physical space, we are not at times aware of what's going on with you. We are concerned about any health issues you are facing.
- Be aware of letting NoteRoom know any health issues you are going through be it Mental or Physical. We will try our best to understand and cooperate with the challenges altogether.

### **Sign-Off and Next Steps**

Thank you for reviewing the onboarding process and guidelines for NoteRoom. We are excited to have you on board, and we look forward to seeing how you will contribute to our growing community.

Thank you for completing the onboarding process and getting acquainted with NoteRoom's policies. We are excited to have you move forward with us!

**Next Steps:**

1. **Submit Your Resume:** Please send your updated resume to **Devajit Mutsuddy**, the CHRO of NoteRoom at the email provided below.
2. **Resume Review:** Devajit will carefully review your resume and qualifications to ensure a great fit for the role.
3. **Meeting Schedule:** Once the review is complete, we will reach out to schedule a meeting to discuss your role and next steps.

For any questions or to submit your resume, contact:

- **Devajit Mutsuddy Rohit**
- **Email:** devajitmutsuddy.hr@noteroom.com
- **Phone:** +8801978462090

Thanks for taking the time to review the guidelines. Hope we meet soon!