Playbook

1. Nuba

Nuba is our time report system where every employee will report their working hours every day. It is an app that you download to your phone and it is connected to your phone number. Everyday when you arrive at the office you check in using Nuba. And everyday when you leave, you check out. Everytime you go on a break, you will check out, and when you get back to work, you check back in.
Why we work with this system is because it is important to us that you get paid for the right amount of hours. It will track the working hours, so if you work overtime you will get paid accordingly.

1.1 Routines in Nuba

When you start working with us you will be sent a link via text message, you download the app in App Store or Google Play, and log in using your phone number. You are always logged in to Nuba, you don't have to do that every time.
It is important that you accept Locations when downloading, that is how we can tell that you have been in the office working.
If you don't want to accept Locations, you can use the NFC tag in the office to log in.

If you forget to check in or out for some reason, you will write a message in Nuba letting us know what time you either got into the office or when you left so that we can correct the time, this also applies to the breaks, if you forget to check out when you leave for lunch or forget to check in when you get back. Always inform Amanda about this when you have written your comment in Nuba.
This will be the basis for your salary, that is why it's important that we are being thorough with the hours.

2. Equipment and Labeling

WP Tech will provide you with the equipment necessary for you to do your job, this will include the most important parts such as the correct computer, keyboard, mouse and screens. If you have any suggestions for other equipment, please let Amanda know and explain why you need that and she will look into it and get back to you.

We always care for our equipment! If there has been an

Everything that belongs to you will be labeled with a number that helps you and everyone else in the office to keep track of their belongings. This number is written in an excel sheet. If you lose one of your labels, let Amanda know and she will make you a new one.

3. Daily Check in

Every morning we have a check in together with the whole team. This check in is to see how everyone is doing and to decide what we are going to work with during the day using our team board in Github. There is no specific time that we schedule the check in, but it usually occurs between 9 and 10 am.

4. Daily Check out

At the end of every day we have a check out together to discuss what has been done during the day, how everything has been going, what the highlight for the day was and what we are going to improve for the next day. The check out is scheduled for 4:30 pm everyday, which gives us approximately 30 minutes until the day ends. There are a few days when the check out is earlier than 4:30 pm, that is when Marcus is working with us. Then the check out usually starts at 3 pm or 3:30 pm.

5. Monday Check in

The Monday check in looks a bit different than the rest of the week. On Mondays we go through our team board and move everything that's in the Done column to a new one called Release. We go through each and every one of the tickets explaining to the team what it means and what has been done. We label the tickets we see fit with Demo. We set our weekly focus on Mondays, which means a specific area or topic that needs extra focus this week. This could be “Get the backend up and running”. We make sure we have everything under control for the week and any upcoming meetings or events.

6. Daily Summary

Everyday is documented, what we discussed during the check in, what the plan for the day is, what has been done and what needs to be done the next day. Every document is in Drive in a folder called Daily summary. Please give it a read if you forget when we did something or what we did on a certain date.

7. Remote Work

We don’t have a specific schedule for remote work. We evaluate the period we are in at the moment, if remote work is the best option for that period of time or work then that is what we are going to do. If you for any reason need or want to work from home, we always communicate this and get an OK from Amanda. This is for planning purposes and to make sure we keep an open line of communication at all times regarding work related matters.

8. Team board in Github

We have a team board in Github where we plan all our work. This board is always up to date and should always contain the work that we are doing right now and the work we are going to do in the coming 1-2 weeks. We prioritize all the tickets on the board by how high up they are in their column and how far right they are on the board. There are different columns with their own function;

- New
  This column is where we put the work that we think should be done, but have not yet discussed with the team. When we have discussed the tickets in New and they have been accepted by the team they will be moved to the Backlog.
- Backlog
  The Backlog is where we keep 1-2 weeks worth of work that we are going to do the next week(s).
- Todo:
  All the different Todo's show all the work we are going to do during the week, there should never be more than 2 weeks worth of work in the Todo. We can create new Todo's if there are more than three tickets that are for the same thing. For example, if we have 5 tickets that have to do with the website, we create a Todo: Website. The goal with this Todo is that it will be deleted when the tickets are done.
- Doing
  The column Doing is for the work that we are doing right now. The goal for Doing is that we only have one ticket per person at a time. There are exceptions to this, if there is something pending but is being done at the time, you can have multiple tickets in Doing. You only first assign the right team member(s) to the ticket when it is in Doing. Not before.
- Done
  The Done column is where the ticket travels after being in Doing. The ticket lives in Done until the week is up on Friday. On Monday we add a new column called Release X, in which all the tickets in Done will be moved.
- Release X
  On the Monday check in we move all the tickets from Done to Release X. The X represents the week that we release the tickets from Done. When we move the tickets to Release X we go through each and everyone of the tickets and explain what has been done. We also mark the tickets we are going to demo with the label Demo.
- Label Demo
  In order for us to be able to label a ticket, we need to convert it to an issue. Right now we only have one repo that is called Janit, so when we want to label a ticket with Demo we convert it to the repo Janit and then add the

label. All the tickets labeled as Demo should be at the top of the Release X column.

9. Costs

We have an excel for all the costs that we have within the company and all the accounts that we are signed up for. It is very important that we keep track of everything. When signing up for a new account, always let Amanda know and she will write it in. Everything that we are going to buy must be approved by Amanda.

10. Door tag

To be able to get into the office, you need a door tag. This tag will be provided to you by Amanda when you first start. It can take a few days for this to be available to you due to it being sent from the manager of the building and then it needs to be activated by Junior, and this can only be done by him because the program is locally in his computer.

11. The office

We always dress appropriately at the office, we never know when there will be guests coming in and we want to be presentable. Everyone should always dress in a way they feel comfortable and want to express themselves, but we always have on “whole and clean” clothes. No hoodies over our head or caps and hats.

12. Google workspace

We use Google as our workspace which means we use their calendar, drive, gmail and so on. When you start working here you are given a work email which is part of the Work Performance workspace. This gives you access to our joint Slack and much more.

12. Google Calendar

We use our calendars everyday for events and meetings. It is very important that you keep track of your calendar so that you don't miss out on important things. You are a part of the Work Performance workspace which means that you can see everyone's calendars that are a part of that same workspace. So that when you need to book a meeting with someone you can search for their name in the search bar and get a look at their calendar and make an appointment where it fits. This really helps with planning and makes it more efficient. When you are creating a meeting in the calendar all you have to do is drag the time you want on the date you want it, add the person to the meeting, and then add a room to it. We have two meeting rooms, the big one and the small one (Lilla mötesrummet & Stora mötesrummet). You can also view the accessibility to the rooms by adding them to your calendar and ticking the box for the right room.

13. Demo in Slack channel #wptechdemo

We have a channel in our communication system, Slack, that is solely used to demo our work for the week. What we demo is based on the prior week's work and we go through the tickets and decide if they will be demo:d during Monday's big planning check in.

How we write a demo is based on what has been done. But basically you should go through these questions;
- Title (which week and release)
-

Gmail
Drive
Slack
Around
Weekly summary

The process of working in the frontend
The process of working in the backend
Göra om info om team board
Passwords / Bitwarden
1-on-1s (create a document where the person having the 1-on-1 has access to it and owns it, locally, if they quit they can remove it, if there's a new manager that person can share the notes if they want)
Demo