

Drasil On Boarding New Project Members

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This document describes the on boarding process for new members of the Drasil team. The new members could be summer students, Masters students, PhD students, etc.

For those joining the Drasil team you can start many of these tasks in advance of officially starting, although there is no expectation that you do so.

Below you will find the following: a summary of your work colleagues, and practical information on repos, tools and initial tasks.

Since this is a long document, I will highlight here the information items you should attend to first (details are provided in the body of the message):

- send Dr. Carette and me your GitHub username
- register for GitLab (if you haven't already done so)

The most important getting-started advice is to remind you of the importance of communication. We'll do our best to communicate our requirements and expectations. You should likewise do your best to communicate when you are confused, frustrated, bored etc. Our goal is to keep you busy with a fun and rewarding experience.

1 Introductions

In addition to [Dr. Jacques Carette](#) and [Dr. Spencer Smith](#) (smiths@mcmaster.ca), here is a list of the current (as of the date of generating this document) members of the Drasil team:

- Jason Balaci, PhD candidate
- Samuel Crawford, MASc candidate
- Jiaming (Levi) Shao, MEng candidate
- Mohammad Bilal, Summer research assistant
- Noah Cardoso, Summer research assistant
- ?, Mitacs research assistant

2 Summer Assistant Practical Information

Start date: Monday, May 6, 2023

End date: Friday, Aug 23, 2023

Workspace: ITB/236. You will need a proximity card to access your office. You will need to go to JHE 216A (Engineering Support Services ([The Hub](#))) to get your card. A deposit is required for the card. If there are any problems, please coordinate with the Departmental Administrator (Ms. Laurie LeBlanc). Once we get our summer work rhythm established, you can potentially work from home on some days, but please discuss this with Drs. Carette and Smith.

Hours: 35 hours per week, 7 hours per day (Monday to Friday) with a one-hour unpaid lunch. You can take a half-hour lunch if you prefer, but a lunch break is required. We will maintain a regular work day. There is some flexibility on the start time. Any time between 8:30 am and 9:30 am is fine. In some cases, you may need to alter your work schedule for personal reasons. This is fine, but we need to discuss the proposed alternatives.

Please use a spreadsheet to keep track of your hours and the tasks that you spend your time on. For the first week, please e-mail the spreadsheet to Drs. Smith and Carette at the end of each day. The purpose of communicating this information is to help advise and understand; it is not to “check up on you.”

First meeting: To be determined (it may be in-person or on Teams (RsCh Stdnt Meeting Team))

Regular “all hands” meetings: To be determined (a mix of in-person and on Teams (RsCh Stdnt Meeting Team))