Working attitude as a business person

1. **Be on time**

Working hour: From 9am to 5.30pm, from Monday to Friday

All members need be on time as company rule.

1. **Habit to reply**

We use Slack to communicate with other members, when you have messages, please

Have a habit to reply first.

1. **Hard-studying; hard working**

We encourage internships must hard-studying by yourself, improve research skills and

Make it a point to do research and learn all you can about technical skills. Ask questions

about everything you don’t understand but please remember to ask right persons and right Way.

**3-1 How to ask to the other members:**

*When you encounter any problems when work, you must follow this flow:*

* Firstly you try to investigate it by yourself but set timebox with 30 mins
* If you can't resolve it within timebox, you can ask to the other members but please note you share these things:
  + what you want to realize
  + current status
  + what you investigate
  + what you want to know concretely

**3-2 Never ask the same questions to the others:**

When you get the new knowledge from the other members, you must record it on your notebook and try to prevent asking the same questions.

*Don't hide but share your problem with all team members:* You can use any resources of our team. You don't need to hesitate to ask to the other members with following above 2 things.

**3-3 Move your hand:**

When you encounter any problems, most inefficient attitude is only thinking inside your brain. It's meaningless. Move your hand instead of only thinking such as draw diagrams, google and so on.

1. **Communication**

Frequently communicate with other members to have good relationships and share

Knowledge or your opinions about any issue what you have.

1. **Act like a full-timer**

Never think like an intern. Dont reject any requirements or leave the office before you

finish them.

1. **Public Information Rule**

*Submit or deliver what you can show users with professionalism:* Your output is published on the internet basically. So please make any outputs so that you can show any users with professionalism.