Offboarding

This document is a checklist of things to do when a collaborator becomes emeritus or leaves the project.

- Remove the collaborator from the @nodejs/collaborators team.
- Open a fast-track pull request to move the collaborator to the collaborator emeriti list in README.md.
- Determine what GitHub teams the collaborator belongs to. In consultation with the collaborator, determine which of those teams they should be removed from.
    - Some teams may also require a pull request to remove the collaborator from a team listing. For example, if someone is removed from @nodejs/build, they should also be removed from the Build WG README.md file in the https://github.com/nodejs/build repository.
- Open an issue in the build repository titled `Remove Collaborator from Coverity` asking that the collaborator be removed from the Node.js coverity project if they had access.