**Development Guideline**

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# Task Assignment

In order to support the max flexibility of the volunteers, meanwhile achieve steady progress on the project, here is the process we are following:

* Create each issue small enough for easy management.
* Volunteer picks up the task that fits their interest and schedule need.
* Log assignment date and due date when an issue is assigned.
* Due date by default is one week after the issue is assigned.
* If an issue is not completed by due date, we will follow up with the assignee to check status.
* If assignee has difficulty finish the issue, let us know and we will send someone help you or back you up.

# Slack

## Join Channel

|  |  |  |
| --- | --- | --- |
| Channel | Description | Participant |
| general | Anything in general. | You are joined by default. |
| daily\_standup | Daily standup meeting report | Everyone please join. |
| github | Github integration | Everyone please join. |
| front\_end | Front end team discussion | Join if this is your team. |
| back\_end | Back end team discussion | Join if this is your team. |
| random | We don’t use it. |  |

## Post Content to Channel

Whenever new content is posted in a channel, the channel name in your left side bar's text will become bold.

You will only have the red circle badge next to the channel name in your left side bar when there is a direct mention of your username in that channel. So if someone wrote in the channel and included @yourusername in their message to get your attention, then you would receive that red circle notification by the channel. The other reason you may see that red circle notification is when other mentions like @here and @channel are used. @here generates a notifications and the red circle icon to who is online at the time and in that channel. @channel will generate a notification and the red circle icon for everyone in that channel, regardless if they are online or not. There are two links below to Help Center articles about mentioning users in Slack for some additional information.

https://get.slack.help/hc/en-us/articles/205240127-Mention-a-team-member

https://get.slack.help/hc/en-us/articles/202009646-Make-an-announcement