**Onboarding Document: Hilo Aviation Development Contractors**

# **Introduction**

Welcome to the Hilo Aviation Development team! This document outlines key information for contractors to quickly get started and align with our project standards and expectations. We’re excited to have you on board and are eager to see your contributions to our important work.

# **Key Contact**

For any questions or concerns, please reach out to Shane Jordan:

* Slack
* Email: [shane@hiloaviation.com](mailto:shane@hiloaviation.com)
* Phone: +1 (205) 789-7060

# **Project Standards**

* **Version Control:** Git is our version control system. All code changes must be submitted to Dev via pull requests by unique branches that are specific to the feature you’re building..
* **Coding Standards:** Adhere to the [Hilo Aviation Coding Standards document link] (to be provided).
* **Testing:** Unit and integration tests are mandatory for all new features and bug fixes.
* **Documentation:** All significant changes must be documented in the code and relevant documentation repository.

# **IDE Setup**

* **Recommended IDE:** [Cursor](https://www.cursor.com/downloads) and [Windsurf](https://windsurf.com/) - we’ll set you up on our team account for AI credits.
  + Within your IDEs, be sure to set the **global settings** (see [here](https://drive.google.com/file/d/1oGrULEuVhA6z2DmkOWFwqPFCc9Fs-K5Q/view?usp=drive_link)) and workspace rules (see [here](https://docs.google.com/document/d/1ZmshzjiqqIP8APc1GHaTD0fZ8cAe7pEcWm6lixyO8jU/edit?usp=sharing)).
  + Windsurf - see “Windsurf - Settings” and “Memories and Rules” and “Rules” where you’ll add the Global Rules and then the Workspace rules above.
  + Cursor -
* **Languages:**
  + Frontend: React (TypeScript), [Next.js](http://next.js),

# **Reporting and Monitoring**

* **Daily Stand-ups:** Participate in daily stand-up meetings at 10AM Central US / 8AM Pacific US via Zoom.
* **Zoom Dev Lounge:** Be available for more than 90% of your logged time on Zoom by sharing your screen. Video isn’t required, but we do expect you to be listening and available for questions. We commit to being available in the room as well to answer questions, concerns, and clarify priorities.
* **Reports:** Update your assigned JIRA tickets after completing each task.

# **Time Tracking**

* **Time Tracking Tool:** JIRA
* **Time Tracking Expectations:**
  + Log all work hours accurately and daily, round up to the quarter hour.
  + Categorize time entries by task.
  + Submit weekly timesheets by 21-May-2025.