Getting Started in ViaTech team

1. As soon as we join the project make sure our Sapience account is logged in and we are able to track our work hours. Sapience Project should be allocated (this must be of Viatech project), in case if not allocated then please contact your respective lead/manager they will assist you.
2. Get the project understanding document and videos from your lead and start reading it, it will give a brief summary about the project.
3. Get your KT planned for the project, attend it without miss and start exploring the things delivered in KT.
4. Start your preparation for a client interview which is a must for every team member to get billable for the project.
5. Get yourself added to following distros
   1. VTTeam
   2. VTDev
6. Get yourself added to VTDev Whats App group
7. Make sure Sapience timesheet mail you get reflect 40 or more hours in a week. Share it with your lead on a regular basis.
8. Make sure your offline hours are less in Sapience.
9. As your interview gets cleared you become the billable resource for the project. Following things needs to be verified:-
   1. Get your client access form filled by Ravi K and share it with Deepesh
   2. Make sure your jira account gets created
   3. Make sure you are allocated a remote machine to work on.
   4. Make sure you get VPN credentials.
   5. Make your account on Microsoft Teams.
   6. Set-up code on the remote machine.
10. Attend daily scrum meetings with the entire team and share your work status and its progress.
11. Adhere to the work timings and daily update the timesheet in jira according to the billable hours and sapience for the work timings.
12. While testing on any site do not ever upload your personal or organization’s documents. Please only use test documents. If testing data is created by you on any site then after testing make sure to remove the data.
13. While working ensure that you have 8 hours of total billable time in your hand, if not then inform your lead to give billable tasks.
14. Get your code reviewed by your lead before checking into the repository.
15. Fill the daily DSR(Daily Status Report) and share it with your manager and lead before leaving for the day. Ask for the DSR format with your team members and add a sapience screenshot to it.
16. We have a NDA with the client on keeping their data secure, so never copy any data, code or any other files from remote machine to your machine.
17. While working on the email functionality make sure emails do not go out to real customers.
18. Make sure to understand script manager functionality with leads and dont miss to check in the scripts.
19. Get the code review done.
20. Create a profile in the provided format by HR