

Refined Team Mate Handbook – Tech Morphers

Welcome aboard! We're thrilled to have you on the Tech Morphers team. This document outlines what to expect, our work culture, and how we operate. Please read this carefully to ensure smooth collaboration and success for both you and the company.

Onboarding Checklist

Once you join:

- Share your **email**, **GitHub username**, and **LinkedIn profile**.
- You'll undergo a **7-day probation period**. During this time, your consistency and responsiveness will be closely observed.

If you're absent during the probation period, the days may be carried forward for a maximum of **4 days**. If more time is needed, please communicate in advance.

What We Expect From You

- Show **dedication** and a sense of **ownership**.
 - Your work should **impress and delight** — aim to make users' jaws drop.
 - Always **communicate proactively** — don't wait for others to fix blockers.
 - **Report your End-of-Day (EOD)** progress to your Project Manager (PM) before logging off.
 - Aim for **consistent progress daily**.
 - For leaves due to exams, illness, or emergencies, **notify the PM in advance**.
 - Strike a balance between **speed and quality**. MVP comes first, perfection comes later.
 - Push your code changes **every day**.
 - Respond to calls/messages from the Founder during work hours. If contacted outside work hours, it's usually **urgent**.
 - If you're stuck on something for more than **15–30 minutes**, notify the PM immediately.
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Code & Tools Guidelines

- You're free to use any UI/UX templates unless specified.
 - Do **not** push code to the upstream/main branch unless permitted. Use `dev/your-name`.
 - For anything related to **Google integrations**, like sign-in or APIs, reach out at:
`ankitb.collab@gmail.com`
 - Note: **All meetings are recorded** for transparency and future reference.
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Project Managers (PMs)

- PMs handle:
 - Reviewing and merging pull requests
 - Tracking project progress
 - Coordinating with team members
 - Communicating with clients (when needed)

- Typically assigned** main client projects**, but may assist in others.
 - After a client's project concludes, PMs may transition to a new one. or may work simultaneously on multiple projects
 - PMs can delegate tasks under supervision and may attend or represent meetings.
 - PMs are eligible for **performance-based bonuses** if the project surpasses expectations.
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Long-Term Outlook

You may work across **multiple projects**, especially in longer terms (up to 5 parallel over time). Team Leads may change based on skill alignment and performance.

This document may evolve. When updated, you'll receive a notification via email or direct message.

Let's build the future together.

For questions, feel free to reach out directly to the Founder or your assigned PM.

Tech Morphers • Simplify. Scale. Succeed.