ATTENTION

Team Durdanto Work Rule and Policy

For all

- Everybody has to join the standup meeting at 9.30AM
- You can't use mobile personally during work hours.
- You can't be absent without informing your team leader and giving a valid reason.
- You can't leave the office after working hours without putting your work update in the update sheet.
- Sometimes you have to stay after 6 pm to complete the project when our delivery time is near.
- If you need to leave at a crucial time you need to give a backup man from your team.
- you can't share our work strategy with other teams.

For UI/UX

- First, you have to analyze client requirements.
- Create wireframe and UI, and collaborate with the developer team.
- After completing the UI, the developer needs a prototype for every project.
- When you are free during work hours. you have to learn new things in your area. After the specified time you have to explain or you have to make a presentation for the present.

For Developer

- Before jumping into the project you have to create a product backlog and sprint.
- For a backend developer, you have to design a database before code implementation (sql/nosql).
- When you are free during work hours. you have to learn new things in your area. After the specified time you have to explain or you have to make a presentation for the present.

Thank you 💜