

- Communicate with the team if you are unable to fulfill your tasks and make sure the task is assigned to someone to be completed in time
- Be respectful of the time of other members in the team, show up to meetings on time and let people know if things have changed
- Provide updates and blockers on your work
- Everyone should be accountable for their own tasks. If unable to complete the task on time, notify the team as soon as possible
- Any disputes or disagreements should be handled respectfully, and the team leaders should be notified if an agreement cannot be reached.
- Be open to feedback from other people
- Ask for help whenever you need instead of blocking yourself for weeks
- Be nice lol
- Check your slack at least twice a day for updates and respond if needed and turn on your notification

DocuSigned by:

*Jerry Gong*

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