

New Members

1. How to start

- a. The first step is to register on the hicoding club member portal. You will need to fill in your essential information and choose a team to start from.
- b. Within a few business days after your registration, you will receive an email that invites you to a Slack workspace. Slack is the essential communication software where new announcements and new task reminders will be posted.
- c. The next step is to check out your new member training tasks. Within a few days, your team's lead will create a training task within github where instructions will be linked. All training task works must be submitted in the training task.
- d. After completing all training tasks, you can start assigning yourself with real tasks (see the task section)

Tasks

2. Where are tasks

- a. Tasks are usually posted on Github for club members to claim. There will also be a corresponding task message sent via Slack Channels.

3. How to claim tasks

- a. Club members can claim tasks by assigning themselves to the issue on Github. Github and the corresponding task can be accessed by clicking on the linked website sent through Slack.
- b. In Github, club members can assign themselves by clicking on the gear icon on the top right corner next to the "assignees" section, then selecting their own username (which should be at the top of the list) in the drop down menu that appears.

4. Can you unclaim a task

- a. Yes, you can unclaim a task at any time, so don't feel any pressure when signing up.

5. What are the requirements of claiming a task

- a. Each task's name will start with its corresponding team. Please only sign up tasks from your own team.
- b. All the tasks in Slack are open for members to claim. Each task labels the number of participants at the bottom of each issue. Please do not sign up for tasks if the participation number exceeds the listed number.
- c. Unless otherwise stated, all tasks will require a member to complete all training tasks.

6. Rewards for completing tasks

- a. Each task's description should contain how much volunteer service hours that task is worth. After completing that task and after the team leader approves the work, one can receive the corresponding number of volunteer service hours. If one needs to have their hours "signed," any board member will have the ability to do so and will be happy to help out.
- b. The hours gained from completing each task can be used to run for a team lead position if one is eligible (please see the Leads section)

- c. HCC will also reward hard working participants with other prizes from time to time.

7. Commitment to tasks

- a. Each task has a deadline. Please complete the task before the deadline. If you think the designated time is too short, please communicate with the team lead as soon as possible.

Teams

1. What are the teams and what do they do

- a. Teams are a way to let participants with similar interests to learn together. Right now there are two teams in the HCC: UI Design and Web Development. UI design manages the layout and creates the graphics within a website project. Participants use their artistic skills to design beautiful looking websites. The Web Development team takes designs from the UI team and implements it with code. The Web Development team turns the designs into real websites that can be runned.
- b. At the beginning when you register on the HCC member portal, you will choose a team to start from. See more about switching between teams in topic 2 of this section.

2. Switching between teams

- a. We highly encourage you to discover your interest at HiCoding Club. If you become discontent with your initial team, feel free to email any board member to request to change. We are generally very flexible when it comes to switching teams, however, do not switch excessively.

Leads

1. Who are the leads

- a. The leads are the leading person of the different teams in HCC. The leads manage tasks, set up team works, and build up team communication. Each team has one lead at a time.

2. Lead terms

- a. Each year is split up into four periods, starting in March and each lasts three months: March, April, May; June, July, August; September, October, November; December, January, February.
- b. One cannot be a lead in consecutive terms; However, one can become a lead multiple times across teams.

3. Qualifications of a lead

- a. Stay in the club for at least three months
- b. Stay in the current team for at least three months
- c. Has completed all training tasks
- d. Has completed at least 10 actual tasks (achieved the “mentor” level)

4. How to become a lead

- a. Meet all qualifications of a lead at the *beginning* of a term; these qualifications qualify one to become a lead in the following term.
- b. Switching between teams during this time makes one ineligible for a lead during the next term.
- c. Within this term, complete the most hours of work within a team.

5. Responsibilities of leads

- a. Communicate with the board for the overall directions as well as the current/new projects of the club.
- b. Break down project into tasks to be completed within a reasonable timeframe
- c. Announce tasks on Slack and communicate with members in order to produce the best quality work
- d. Further instructions for leads see Lead Instructions

6. Failure of adhering to the responsibilities

- a. If a team lead has failed to meet his/her responsibility once, a warning will be given through email. If a second failure happens, the team lead will be removed of his/her position and cannot run for a team lead in six months.

Communication

1. Communication methods

- a. We use Slack as our main means of collaboration. Here, we post tasks, discuss plans and upcoming events, and bring our ideas together. Important messages or updates are sent through emails through the member portals.

2. Communication requirements

- a. We encourage members to stay active and provide feedback and complete tasks in a timely manner. Important messages that require responses from members should be responded to within 72 hours of it being sent. More information see Member Conducts