Startup Playbook

## Welcome Message

We’re thrilled you’re here! As a fully remote startup, we believe connection, clarity, and collaboration are the keys to success.

## Core Values

- Transparency

- Speed with intention

- Collaboration over hierarchy

- Learning culture

## Communication Tools

- \*\*Slack\*\*: Daily async communication.

- \*\*Zoom\*\*: Meetings and team huddles.

- \*\*Notion\*\*: Knowledge base and project tracking.

## Work Norms

- Daily standups at 10am EST.

- Use Slack statuses to show availability.

- Default to documenting decisions in Notion.

## Buddy System

Every new hire is paired with a buddy for the first 30 days.