

Hello Mohit,

You have a new Google Account with the swiftrut.com organisation

Sign in to your Google Account to access the Google services that your organisation provides. If your organisation has Google Workspace, Google services may include business-grade versions of Google Drive, Gmail and other Google services that you can use to collaborate with your team

Your username

mohit.dudhat@swiftrut.com

Password

5j4Z%WTHh7h2rD*

Sign-in link

Sign in via the link below

<https://workspace.google.com/dashboard>

Yours sincerely

The Google Cloud Team

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The Google Cloud Team

Date: January 16, 2025 3 AM

Salary Delays:

- November and December 2024 salaries will be delayed until January 30, 2025.
- Advance salary cheque with a date of January 30, 2025, will be provided at a designated time and place (to be announced).
- Salary delays are expected for the next 3 to 4 months as well.

Company Expectations:

- Continued support is needed from employees regarding any decisions made by the company in response to further salary delays and challenges.
- **If you cannot agree to this, you may resign before January 18, 2025, at 6:00 AM. Resignations submitted by this deadline will be expedited, and company terms may be waived.**
- Resigned employees must submit work assets on Sunday, January 19, 2025, and collect their settlement cheque and complete other documentation on the same day.

Possible Actions:

- **The company may reduce compensation if necessary to resolve further salary delay concerns.**
- Employment may be terminated immediately for reasons including, but not limited to, misuse of company assets, unavailability during work hours, breach of confidentiality, unauthorized sharing of project details, excessive absenteeism, poor performance, unethical conduct, harassment of colleagues/abusing, and conflict of interest. These grounds for termination apply to all employee activity observed by the company, particularly during the current month.

Grievance Support System:

- Concerns should be addressed through the following channels:
 1. Raise an employee request
 2. Reach out to a representative on Google Chat
 3. Reach out to the CEO at hello@swiftrut.com

Third-Party Involvement:

- The company is not answerable to any third party except the employee.
- Involving external parties without following the grievance support system will result in immediate termination.

Red and White:

- Red and White serves as a mediator and can provide assistance. However, employees must first communicate their concerns directly to the company before contacting them.

Professional Project Guidelines for a Team of 11 Members

1. Task Assignment and Overview

- **Team Leader (TL)** and **Co-Leader (CL)** are responsible for:
 - Assigning tasks with clear details, deadlines, and expectations.
 - Maintaining a task tracker that includes:
 - Task assigned date
 - Deadline
 - Submission date
 - Delay reasons (if any)
 - Project planning progress.
- Regularly update the team on task statuses and deadlines.

2. Code Push Policy

- Every team member must push their code to GitHub **daily**.
- Ensure commits are meaningful and represent progress made during the day.

3. Communication Protocol

- Communication should happen **exclusively** on Google Chat; WhatsApp and other platforms are not allowed.
- All discussions must be accessible for tracking; avoid using any other communication platforms.

4. Prohibited Practices

- Sharing code via ZIP folders in group or personal chats is **strictly prohibited**.
- All code changes must be tracked through GitHub.

5. Branch Management on GitHub

- Use **feature-specific branches** for each functionality (e.g., Chat feature branch).
- Assign developers to specific branches to avoid overlapping tasks.
- Alternatively, create **individual branches** for each team member to:
 - Track code contributions.
 - Minimize merge conflicts.

6. Mandatory Branches

- Maintain two core branches:
 - **Main**: Contains thoroughly tested and approved code.
 - **Development (Dev)**: Holds all merged code under active development.
- It is the responsibility of TL and CL to:
 - Review and test code before merging into the main branch.
 - Ensure no unnecessary or unoptimized code is pushed.

7. Support Responsibilities

- TL and CL must:
 - Research and assist team members in resolving code-related challenges.
 - Support and collaborate to address issues efficiently.

8. Learning and Task Management

- Team members should:
 - Spend time learning new concepts daily.
 - Break down tasks into manageable chunks for efficient implementation.
- TL and CL are responsible for guiding members through learning and implementation.

9. Performance Tracking

- Monitor task performance for each team member.
- TL or CL must report poor performance or repeated delays.
- If a team member shows no improvement, escalation to higher management is required.

10. Semsto Access

- TL will have access to Semsto for managing team member tasks effectively.

11. Code Quality

- Ensure high-quality code with:
 - Performance optimizations.
 - Clean and maintainable structures.
- Conduct regular reviews to uphold standards.

12. Technology Stack

- *Core technologies:*
 - **Frontend***: React.js, Tailwind CSS, MUI, Shadcn, or other popular libraries (Bootstrap is not allowed).*
 - **Backend***: Express.js, MongoDB, Redis (for optimization), and others based on research.*
- Avoid libraries that may cause compatibility issues.

13. Attendance and Leave Policy

- Members must inform TL and CL of any leaves or absences.
- Unauthorized absence or neglect will impact the team and TL/CL accountability.

14. Postman Collection

- Maintain a proper Postman collection for backend APIs, feature-wise.

15. Daily Sync and Scrum

- Conduct daily scrums to:
 - Share updates.
 - Ensure the team stays in sync.
 - Identify and resolve blockers promptly.

16. Problem-Solving Efficiency

- Avoid wasting excessive time on a single issue.
- If a solution isn't found within **5 minutes**, consider alternative approaches or escalate.

17. Project Completion Priority

- The primary goal is to complete the project on time without compromising quality.

18. Theme and UI Consistency

- Ensure color codes and themes align with previous projects.
- Maintain uniformity in design.

19. Folder Structure

- Adhere to a well-defined folder structure for better maintainability.

20. GitHub Repository Management

- We will provide two repositories:
 - **Frontend** repository.
 - **Backend** repository.
- TL and CL must:
 - Have local copies of the project as a backup.
 - Add and manage all team members with appropriate rights.

21. README Files

- Each repository must include a detailed README file with:
 - Project setup instructions.
 - Technology stack.
 - Contribution guidelines.

Deadline : 30th December