



# Arcanium.io

## *Team Leader Guide*

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*We create products that investors and clients love*

# Our History

Arcanium is a rock solid USA based tech team at your disposal. Our team comes from a startup background, having built everything from phone systems to artificial intelligence and real-time web applications. Nick Bryant, the CEO, was a senior engineer at Sharpspring.com, Outreach.io and NASA Ames prior to starting Arcanium.

Our team includes a few Ph.Ds, embedded & web engineers and fortune 500 consultants.

# Onboarding Guide

## Onboarding Checklist

- For the team lead
  - Initial meeting with mentor
  - Review Processes & Procedures
  - Create <firstname>.<lastname>@arcanium.io email
  - Finalize team's offerings & rate table
  - Schedule biweekly 1 on 1 with mentor
  - Bookmarks:
    - [Business Administration Board](#)
    - [Team Lead Packet](#)
    - [Onboarding/Offboarding Board](#)
    - [Up Coming Projects - Hubspot](#)
    - [Clockify](#)
    - [Project Estimate Template](#)
- For each member of your team
  - Sign and return arcanium NDA to [operations@arcanium.io](mailto:operations@arcanium.io)
  - Provide payment details to [operations@arcanium.io](mailto:operations@arcanium.io)
  - Invite to Arcanium's Slack
  - Invite to Arcanium's Clockify
  - Invite to Arcanium's Bitbucket
  - Invite to Arcanium's Trello
  - Schedule biweekly 1 on 1

# Processes & Procedures

## Project Estimation / Architecture

- You will have received a notification on the **#partner-team-leads** channel in slack , notifying you of a new project in the pipeline

- Search for the trello card titled “Project Estimate - <Name of Project>” on the [Business Administration Board](#)
- Assign the trello card to yourself
- Download the latest [estimate template](#) from the website.
- Upload it to google drive and edit the document
- Click “Share” and make sure that the estimate is viewable by everyone.
- Copy the estimate link.
- [Submit the estimate](#) via Google Forms
- Move the trello card for the estimate to **Done**

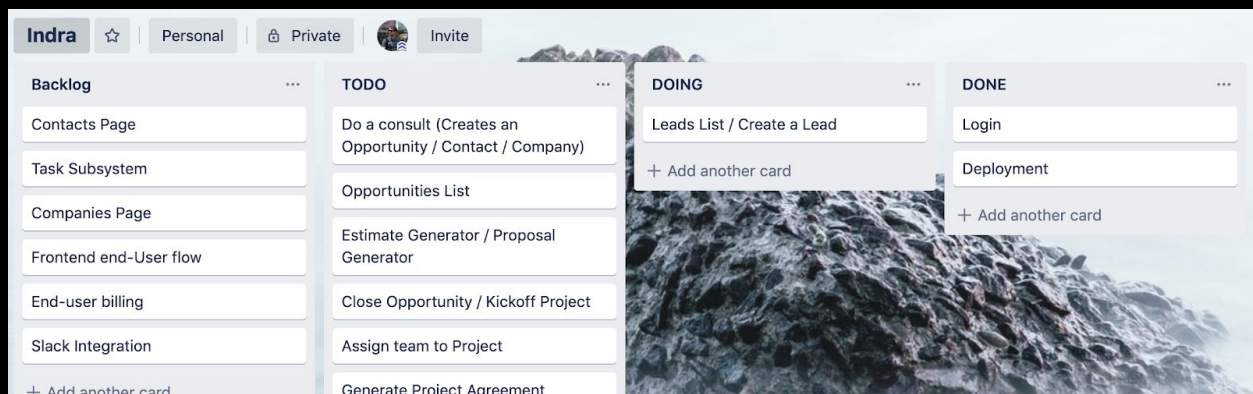
## View Upcoming Projects

- Visit [This Link](#) in Hubspot to view projects which are coming up.
- Each project should have a link to the requirements document and a description.
- If you have more questions about a project, ask the salesperson/deal owner.

## Project Management

These are just some recommendations for how to manage a basic project via Trello.

- An example trello board for a project is listed below



- Backlog contains tasks are not being done during this sprint or week.
- For most projects we can do a [Kanban style](#) of project management
- Cards should specify deliverables
- Once every two weeks you can set up a sprint
- Once every two weeks you can spend an hour or two grooming the backlog
- You can share the trello with the client so they have better visibility into the project.

## Logging Hours

- Login to clockify.me/tracker
- Your current project should exist on the list of projects
- If your project does not exist, email [operations@arcanium.io](mailto:operations@arcanium.io) to fix it
- Select your current project
- Next to the “Add” button select the “list view” icon
- Put in a start and end time for your work
- Click the Dollar Sign for billable hours
- Put in a description of which tasks you worked on

The screenshot shows a time tracking entry in the Clockify application. The entry is for a task named 'EN-419 - API In...' under the project 'Ruby on Rails Project - CM2...'. The time recorded is 03:15:00. The interface includes a blue 'ADD' button and a clock icon. The time range '5:00PM - 8:15PM' and the date 'Today' are also visible.

## Reviewing Team's Hours

On Friday every week:

- Login to clockify.me
- Click “Reports” -> “Detailed”
- Click “Teams” and filter by your team
- Review the time entries and make sure:
  - No team members logged over 12 hours in one day
- If a team member appears to have logged hours incorrectly:
  - Notify them via slack
  - We run invoicing on the 1st and 16th of every month
  - We run payroll on the 29th and 13th of every month
  - The hours need to be fixed before next payroll

## 1 on 1 Team Meeting

It's recommended that you schedule a biweekly 1 on 1 with each of your team members. This is a set time (usually 30-60 minutes) where your team members can bring up anything that's been bothering them. This is a huge boon to communication for remote teams.

For more information, see [this reference](#).

## Hire, Remove or Change a Team Member

[Conducting an Interview](#)

[Conducting a Client Meeting](#)

# Apply as a Team Lead

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