New member - welcome guidance

Welcome to Norwich Hackspace @nhackspace

A few things to help you settle in

First, our main channel of communication is the **Slack Team.** It is a team working app that we have found very effective and is our main way of communicating with members. You can download it to your PC, phone and tablet and it is an instant way of keeping in touch with members.

Once you have signed up you will get an invitation to join. Please do so and sign up with a name that we can recognise and a photo so that members can get to know you. On Slack you can ask questions, share projects, offer answers on any subject - there are channels for different things. Someone is always available and it is very responsive. If you don't like the 'chatter' then switch of notifications but **please sign in at least once a week** for notices and communications.

The **#decision-making channel** is where and how we make decisions. If someone wants a decision (this can be a purchase or action) the procedure is to make a proposal in #decision-making and wait for responses. Give an idea of urgency/timescale eg a Gumtree purchase may need a quick turnaround but we try and leave enough time for people to check in and to respond, so a week if possible. If no-one has strong objections it is usually agreed. If there is an objection, we discuss further or shelve the proposal if there is no support or a justified objection.

Slack is a good way to find out how we do things. As a new member, you have restricted access to the space (ie when other members are there) until we are confident that you are trustworthy and that you know how things work. When we get to know each other you can request a key or swipe card/fob so that you can come and go. Initially come on Monday evenings 7-9pm or ask on Slack when people are planning to go. That way you get to know members, what's ok and what isn't without doing tons of reading. Just ask in general, or the appropriate channel.

Slack rules: Don't clutter channels, ask before starting new channels (we don't want too many), keep on topic. It might help to turn off notifications at times as it can get very busy. Don't invite non-members to join Slack - only paid up members are invited which makes it a safe place to communicate and is a key member benefit. Please load up a profile and recognisable photo.

General stuff : If you want to do something, ask on Slack if it is ok first. However you don't have to ask to do certain things such clean up, empty bins etc just anything that will affect other members. Please don't bring items to the space without discussing it first esp if they are bulky

Member storage : As a paid up member, you get a storage box. If you want to keep things safe, put them in there or label them, otherwise they are fair game for people to use.

Access: After a while you will be offered a key and a key induction (@alan_scrase does these) so that you can come to the space when you want/need to. Please announce your arrival and departure in the #who-is-in-the-space channel in Slack. There is a calendar to book space and equipment - in Slack type #bookequipment

Shop and kitchen: We have a stock of things such as crisps, Coke, chocolate and crisps in the main room which we pay for either in cash (donation tin on the shelf) or by IZettle (card payment attached to tablet). Let @mario know for stock requests.

Materials are also paid for by IZettle - we have a stock of laser friendly plywood and acrylic. Sheets are priced. Please buy full sheets and keep them in your box if you don't use it all. There are smaller pieces and scraps around for trials and tests. Let admins @alan_scrase or @mario know if stocks run down.

There is also a small charge for lasercutter and 3D printer time - pay via IZettle

In the kitchen are tea bags and coffee, dried milk etc. At the moment we pay for these from Hackspace funds so help yourself but please keep the kitchen clean and tidy. There are masses of