Swagit Video Department
Meeting Agenda

1. The Wiki
    a. Comprehension
    b. Updating or Adding Notes
    c. Policies, Procedures and Misc Troubleshooting steps now available in the wiki: https://wiki.swagit.com/doku.php?id=start#video_department
2. Time Off Requests Reminders/Schedules
    a. Time off requests due in by the Wednesday evening prior to the next schedule at the latest. Requests that come in after that deadline for the next schedule will be denied (emergencies are an exception).
3. Swagit Supplies
    a. Let Jon know when we're out of something. Send an email. This is so he can document and track requests.
4. Expectations
    a. You will actively seek out work and report to a supervisor when you have nothing to work on.
    b. Be responsive in email and Slack.
    c. Read and comprehend wiki notes.
    d. Read and comprehend emails.
    e. Think about how you can use your workday effectively to maximize how much can be done, and do it.
    f. Consider ways to help out your teammates.
    g. Use the resources provided to you to help you complete various tasks, like finding agendas. Bookmarks are in the wiki too!
    h. Assignments are not complete until the Indexer check sheet has been submitted, and will go through a Supervisor confirmation where they will ensure that all of the content is inserted and that the Indexer has not made any obvious errors.
    i. Staff will take care of their dishes after they are done using them. Not only is this in keeping with our existing policy, but is also compatible with COVID-19 procedures.
    j. Also in keeping with our "Care of Swagit Facilities and Property" policy, please let me know of any lights out, or other office maintenance inquiries.
    k. Meals are not to be eaten on the work floors. This was already a policy prior to COVID-19.
5. Questions/Misc.