

# Team Information

- Team Communications
- Annual leave
- Working from home

## Policies

- Duties and Responsibilities
- Support
  - Support workflow
  - Support knowledgebase
- Flexi Time
- Out of hours

HR policies and procedures: <http://www.bath.ac.uk/hr/policies/>

## Practical stuff

- Team PCs
- Google API key
- Licenses
- External services and accounts