

# Quick Start Guide for New Unicians

Welcome to Unicis! This page is your starting point. Read it first, then dive into the handbook sections linked below.

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## Your First 5 Pages to Read

Read these in order — they cover everything you need to understand how we work:

- [Company Overview](#) — Our purpose, culture, values, and history.
- [Communications](#) — How we talk to each other, tools we use, meeting etiquette.
- [Vision/Traction Organizer \(V/TO\)](#) — Where Unicis is going and how we get there.
- [Traction: Rocks, Meetings & Issues](#) — Our weekly execution rhythm (Level 10 meetings).
- [Development Introduction](#) — How we build products.

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## Essential Tools

Set up these tools on your first day:

Tool	What it is for	Access
<a href="#">Element / Matrix</a>	Team chat. Primary communication channel.	Account created for you.
<a href="#">Nextcloud</a>	Files, calendar, document storage.	Account created for you.
<a href="#">OpenProject</a>	Project management, tasks, Rocks, timesheets.	Ask Peter for access.
<a href="#">Dolibarr</a>	CRM, invoicing, customer records.	Ask Predrag for access.
<a href="#">Fider</a>	Product feedback and roadmap.	Sign up with SSO.
<a href="#">GitHub</a>	Source code (Community Edition).	Create your own account.
<a href="#">GitLab</a>	Source code (Business Edition), CI/CD.	Ask Peter for access.

Full list at [Tech Stack Applications](#).

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## Who to Contact

Topic	Contact	Channel
IT access, Devops, infrastructure	Peter Zlatev (CTO)	Element
HR, contracts, legal, finances	Predrag Tasevski (CEO)	Element
EU projects, community, support	Alexander Eklöf	Element
Marketing, SEO, newsletters	Ksenija Jovisevic	Element
Development, code review	Yaroslav / Vitaliy	Element / GitLab

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## Company Rhythm (EOS)

Our weekly and quarterly cadence:

When	What	Who
<b>Monday 10:00 CET</b>	Level 10 Meeting (90 min)	All team
<b>Weekly</b>	Scorecard updated (before L10)	Each metric owner
<b>Monthly</b>	All Hands meeting	All team
<b>Quarterly</b>	Quarterly Session (3-4 hours)	Leadership team
<b>Annually</b>	Annual Planning Session (full day)	Leadership team

See [Traction](#) for full details.

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## First Week Checklist

1.  Read the 5 pages listed above
2.  Set up Element/Matrix and join #tech, #town-square, #off-topic
3.  Set up Nextcloud account and set your calendar working hours
4.  Read the [IT Security Policy](#) and [Privacy Policy](#)
5.  Meet your manager for a 1:1 introduction
6.  Set up your development environment (if engineering role)
7.  Read the [Scorecard](#) to understand how we measure success

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[onboarding](#), [quickstart](#), [new-hire](#)

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