Dear [Your Project Name]:ers,

Welcome to the [Your Project Name] project! We're all in this together, so let's ensure our journey is smooth and enjoyable. Here's our informal rulebook:

**First Name Basis:** There is no need for fancy titles here. We address each other by our first names. We're all pals working towards a common goal.

**Everyone counts:** Just as we throw out fancy titles in the project; we do the same with hierarchy; in this project, we value everyone's thoughts and opinions; no question is too stupid to be asked, and no person is too junior to express their opinion.

**Meeting Punctuality:** Time is precious, and we all know it. Our meetings kick off within 5 minutes of the announced time. If you're running a bit late, try to give a heads-up and just slide in quietly.

**Deputy Duty:** Of course, things will happen, and you will miss meetings. The important thing is that you both tell the meeting organiser, ensure that you send a deputy who is fully prepared to represent you/your org and ensure that you get to know afterwards the key outcome from each meeting.

**Emoji Encouragement:** Emojis are like our virtual high-fives. Feel free to sprinkle them in your messages to add a bit of flair. 🎉

**Feedback is a Two-Way Street:** We are not here as robots just doing experiment after experiment and writing text. We are also humans who want to learn and grow; let us do that together. Don’t hesitate to give feedback, but make sure it’s constructive and comes from a place of support. We're a team, after all.

**Brainstorming Brainwaves and Down Time:** Our best ideas often come out of nowhere. If you've got a sudden stroke of genius at 2 AM, don’t hold back. Share it with the team, and we'll hash it out together, but no one is expected to reply and work outside their hours if it isn’t their own choice. Do not feel a need to keep tabs on what’s happening in your free time or to instantly react.

**Deadlines**: All projects have the downside of formality, deadlines, etc., that we need to achieve together. Therefore, we all agree on a good time to flag any probable delays, even if you are not sure yet that this will occur, so that we together can mitigate and so that we do not unnecessarily stress each other. There is no point for person A to stress meeting a deadline if person B still will cause it to be delayed. Then both should be informed about the delay as early as possible.

**Heads up:** Even though you haven’t everything nailed down yet please give a heads up to the others. This might be a conference you plan to apply to, a paper you just started drafting, or a new unvalidated break in the lab. We do not hold you accountable if things do not go as intended, but we just encourage you to let the others join the journey and know what the latest development is.

**Remember to Have Fun:** Research is serious business, but that doesn’t mean we can’t have a great time together doing it. Crack a joke, share a meme—let’s keep the vibes positive and light.

We are going to be in this together for several years, let us make this the best possible experience for all.