**CareWheels Dev Team - Work Backup Plan**

**Abstract:** This document outlines the procedure that will be followed to perform routine backups of all the work for the CareWheels capstone project.

**Current Backup Manager:** Brandon Allen

**Plan:**

To minimize the risk of losing any work, the backup manager will perform a routine backup of documentation and source code for the CareWheels capstone project. The procedure is as follows:

1. Start by cloning the repository from GitHub.
2. During the night scheduled for a backup, do a pull on all remote branches of the project.
3. Zip the entire contents of the local repository and name the file the date and time of the backup.
4. Place the zip file on a local external drive and sync it with school dropbox.
5. Check off date on schedule.

For this to be effective, developers should commit and push often.

\*At the early stages of documentation, each document will be downloaded and included in the zip.

**Schedule:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | 5/14 | 5/15 | 5/16 |  |  |
| Completed | x | x | x |  |  |