# MEETING 7 OF GROUP SYNDICATE

## Attendees:

Vidur Somaru

Shravan Ramjathan

Shaymen Kista

## Meeting Times:

Date of Meeting: 19th March 2025

Start of Meeting: 19:00

End of Meeting: 19:45

Duration of Meeting: 45 minutes

## Purpose of Meeting:

During this meeting Shravan has created a workshop for the group regarding cloning the repository and making changes locally. These local changes will then be pushed to the appropriate repository. This is crucial to having well-structured GitHub repositories with clean branches. Shravan also went over a demo document where members will use this as a template to structure their work.

### Meeting Summary

During this meeting, Shravan has recorded a video showing the group members how to push and pull request from a GitHub repository. He also went over the themes in word emphasizing that all documentation made, must be done using the Retrospect theme.

#### GitHub cloning

Shravan went over the following steps:

1. Make a folder called Smart Hydro on your local device in a location you won’t forget.
2. Go to Code Syndicate organization on GitHub, the branch that you want to view/make changes to and copy the link.
3. Open GitHub desktop, go to file in the top left corner, click clone repository.
4. In the clone repository pop-up, select URL and paste the repository link in the box, make sure the local folder was under you Smart Hydro folder you made.
5. Click clone repository, it will take a second or two, when complete, open Smart Hydro for confirmation.
6. The clone is now complete.

#### GitHub pushing

This is for when members want to make a document and upload it to a specific repository branch.

1. In the cloned repository, **make a folder within** the repository folder depending on the work you are doing, for example, Minutes of meetings – Split 1
2. Then make your document within this folder you have now created.
3. Once completed, **go to GitHub Desktop** and select the repository you want to push to, as well as the specific branch (do not push to main unless specified).
4. A pop up will appear to bring changes you made in your folder to the main branch, do not select this option, **select the option that specifies your selected branch**. It will be (**Bring my changes to origin/ branch name**). Select this option, then click switch branch, finally commit.
5. Make your commit with your description.
6. Push to your repository.
7. **Do not click pull request whatsoever!**
8. You have completed a push.

#### Demo-Document

Here Shravan went over what the structure will look like for the documents that will be pushed to all the repositories.

* He mentioned that he **created a template** that’s upload on the Documentation/main repo.
* He goes over the structure of the document, and how it will look, following a theme.
* He went over how all research and documentation need to be referenced.
* This will give a look at how documents will be structured for upcoming tasks.

## Conclusion

This meeting provided the team with an understanding of GitHub Desktop for managing multiple repositories as well as how to structure the work to a certain standard. This allows the team to create documentation that is appealing and appropriate to read.