**Basic Documentation Guidelines**

**Cougs in Space**

**Before You Start Your Project…**

1. Create a file folder dedicated to your assigned project.
2. Inside this folder, create a .text file labeled “README.txt”
3. In your new text document, copy the template contents from the following README Document and place them in your new document.



1. Fill out the template with all your project information and as much detail as possible/necessary.
2. When you are finished with this, either upload it into GitHub (if you are comfortable) or ask Regan to do it for you or show you if you have not before.

**Be sure to update the README as you complete parts of your project.**

**When you Finish Your Project…**

1. Finish filling out the entire README text file inside of your project file and marking it complete. Make sure all files or folders in the folder are labeled well, version numbers make sense or are updated, and the description of your project is written.
2. Update or upload your folder into GitHub (either yourself or ask Regan).
3. Let your team lead know the project is finished.