

Filename Conventions

bt-doc-filename_conventions-1.0-mh

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November 26, 2014

This document details a set of conventions for the filenames of meeting agendas and proceedings, of memo's, and of plannings.

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1 Structure of a Filename

A filename shall consist of five hyphen-separated parts, being:

- the string `bt`
- the content type string
- the content string (optional)
- the version number
- the initials of the author or authors

These are followed by the `.pdf` filename extension.

2 The Content Type and Content Strings

At the time of writing, four type strings have been used:

- **agd**: meeting agenda; the content string is the date of the meeting in `yymmdd` format
- **doc**: documentation of design or procedure; the content string explains what the document is about
- **not**: proceedings of a meeting; the content string is the date of the meeting in `yymmdd` format
- **planning**: schedule; no content string required

3 Author Initials

The author initials are rather straightforward:

- **dr**: Dylan Rakiman
- **jz**: Jan Chr. Zwier
- **mh**: Menno Hellinga
- **nv**: Nander Vilar Castellar
- **rw**: Rik Wolters

If multiple authors have worked on a document, their initials are separated by the . character.