**Deliverable-1: Version Control Policy for OUR TEAM**

We plan to use GIT for storing all our project documents and as the version control tool for our team. We created a SEIS732 repository and have added our team members as collaborators and only our team members will have access to the repository. We have also created an excel sheet called the “Change Log”. Any change to any of the documents will have an entry in the change log. This will help us trace the changes easily. We plan to communicate changes to the team members via the Team\_04\_student\_project\_discussion under UST blackboard. The change will be reviewed by one of the team members.

**Structure of our change log:**

* Serial No.
* Date Modified
* Time Modified
* Document Modified
* Modified By
* Reviewed By
* Description of the Change

We plan to take weekly backups of our files saved in GIT to make sure we have a copy of the files. The individual backup will be stored on our personal laptops.

We will follow the following naming convention for our project :

* All files will be given meaningful names which indicate the purpose of the file.
* Files relevant to a milestone will have a prefix M# example: M1\_Deliverables.doc
* An entry will be added to the change log for every new file version created.
* All the versions of the file will be tracked in git.