**General:**

* If you encounter an error that you don’t know how to solve, the best solution is to copy your work to a local directory before trying to solve it.
* Never push to the master branch.
* Never merge with Master without reviewing thoroughly.
* Multiple people can work on the same branch, but never work on the same file.

**Naming:**

* File naming:
  + When you name your files, you need to keep in mind that other people look at your directory.
  + They will be able to find the file that they are looking for. For example: do not name files like part 1, part 2, part 3. Have a v1, or v2, or v3 tags after the name is fine.
  + Categorize your folders in a logical manner.
  + Do not over categorize. You don’t need a folder for each screw of a part; having one folder called “Accessories” makes more sense.
  + Do not ever put spaces in the name of files or folders.
* Branch naming:
  + "1-3 words description of the feature of the branch" - "First name followed by first 2 letters of last name" - "tag of the branch"
  + Use camelCase
    - "1-3 words description of the feature of the branch": description of the branch. Use camelCase. Be concise, do not have a description that is a sentence long.
    - "First name followed by first 2 letters of last name": to distinguish the different branches when there are several people working on a feature. If your first name is too long, shorten it but let others know. Example: Jake Chung - JakeCh, Connor Morrow - ConnorMo, Cody Scharzenberger - CodySc
    - common tags:
      * hdw - hardware
      * stw - software
      * calc - calculation
      * cal - calibration
      * bug - fixing bug for a specific feature, in the description, include the number of the issue
      * feat - feature
      * dummy - dummy branch (nobody else should be using this branch besides you)
      * test - testing related features
      * come up with more but let other people know
      * you can change your branch name so don't worry too much.
  + example:
    - actuatingOptimization-JakeCh-calc: optimization for the actuating force of a muscle fiber by Jake
    - muscleTest-ConnorMo-cal: test a muscle fiber by Connor
    - testGithubFeatures-JakeCh-dummy: a dummy branch to test out new Github features.
    - issue13-JakeCh-bug: branch for fixing issue 13.