**MIS Process and GitHub Process are important components of a software development workflow. Below is a detailed description of the processes along with the steps involved:**

**MIS Process:**

1. Flowchart (systems):
   1. Create a flowchart to visualize the system's structure and logic.
2. Wireframe / ERD (Entity Relationship Diagram):
   1. Design wireframes for the user interface and create an ERD to model the database structure.
3. Gantt Chart (signatories: developer, sir emman, and requestor):
   1. Develop a Gantt chart that outlines the project timeline.
   2. Obtain approval from the developer, Sir Emman, and the requestor.
4. DRF (Development Request Form):
   1. Create a DRF with details such as DRF number, list of activities, estimated dates, and actual date updates.
   2. The DRF can be accessed at prodapps.teamglac.com/drf or drf.teamglac.com.
5. Trello:
   1. Utilize Trello to list project activities and tasks.
6. Upload wireframe and Gantt chart in Trello:
   1. Attach wireframes and the Gantt chart to the corresponding Trello cards for reference.
7. Daily update of logs in Trello:
   1. Regularly update task status and progress in Trello cards.
8. Actual date in DRF:
   1. Update the DRF with the actual dates when activities are completed.
9. Technical Docs:
   1. Maintain technical documentation to provide insights into the project's architecture and code.

**GitHub Process:**

1. Branches in the GitHub repository:
   1. Main: The production-ready branch.
   2. Develop: The integration branch for ongoing development.
   3. (YYMMDD) 231006\_ {if one, null else name} \_ {activity name}: Feature branches created by developers for specific activities.
2. Repository Creation:
   1. MIS GitHub admin creates a repository upon receiving a developer's request and an approved Gantt chart.
   2. The repository includes the main and develop branches.
3. Clone Repository:
   1. Developers clone the repository to their local Git environment.
4. Create Local Branch:
   1. Developers create local branches based on their assigned activities.
   2. The branch naming convention is (YYMMDD) 231006\_ {if one, null else name} \_ {activity name}.
5. Commits and Pushes:
   1. Developers commit and push their code changes to their respective branches on GitHub.
6. Pull Request to develop branch:
   1. For every push to their developer branch, developers raise a Pull Request (PR) to the develop branch.
   2. MIS GitHub admin reviews and accepts the PR.
7. Pull Request to main branch:
   1. Upon system buy-off from the develop branch, developers raise a PR to merge their changes into the main branch.
   2. MIS GitHub admin reviews and accepts the PR, making the code ready for production.
8. Gitignore Connections:
   1. Ensure that any sensitive connections or configurations containing local IP addresses are properly gitignored to avoid exposing sensitive data.

*\*\* These processes are designed to provide structure and control in the development and version control of MIS systems using GitHub as the platform for collaboration and code management. They help ensure that the development workflow is efficient, organized, and well-documented. \*\**