

## Version Control Policy

We will use MS Teams to share files and a copy of the bare repository, each team member will have a copy of the repository on their local machine, serving as the official repository. All of the work will be saved on the local machine repos, and team members will have the responsibility of creating a backup of their local repository on a thumb drive.

After finishing a deliverable, work should be committed to the team members branch, and then pushed to their bare repo. When a commit is made, a meaningful commit message will be used to give a good description of what changes and why the changes have been made and any current status information.

Each team member will have a local directory with a bare repository, and they will push their changes to their bare repository. One team member will create a master branch with the initial commit along with their own branch. Once this team member pushes all of their commits to the bare repository the other team members will create remotes and fetch from the bare repository to ensure that everybody has the same view. In order to share their bare repository, team members will compress their files with the 7-zip tool and upload to the MS Teams folder area. When commits are made and changes are zipped and uploaded to the team's repository, a chat with @mentions will be used to notify other team members on the new upload that needs to be fetched or merged, followed by a response of acknowledgement in a timely manner, within 24 hours. Old files will be removed per team member as

necessary and archived to the Archives folder in the file area of MS Teams and an @mentions will be used to notify other team members.

Naming convention for creating new per-team-member branch will follow the naming convention “dev-<Class-Id>” and separate branches created in addition will follow the naming convention of “dev-<Class-Id>\_<any\_additional\_words\_with\_no\_spaces\_or\_special\_characters>”.

The selected submission verifier will notify team members of necessary corrections using the @mentions in MS Teams and followed by a response of acknowledgement in a timely manner, within 24 hours.