**NAMING RULE:**

*Form: What\_Version\_Description\_Owner*

What: MeetingMinute, DBDesign, UCDiagram, …

Version:

Version naming: vxx

v: prefix

xx: number of version

Ex: v01, v02, v99…

Description:

Form ExtraInformation\_Date\_Type

Date format: yyyymmdd

Type: Draft, Working, Final

Description can be delimited by underscore: "\_"

ex: MeetingMinute\_Num1\_20161002\_Final

Owner: ToanMQ, GiangPV, QuyetNH, HuyKH, TungNX

Do not use space and other character such as: ! # $ % & ' @ ^ ` ~ + , . ; =

Use Capital Character as word delimiter.

Fist Letter must be uppercase

Example:

MeetingMinute\_Num1\_20161002

UCDiagram\_v01\_20161002\_Draft\_ToanMQ