Checklist for starting a new project

* Decide on channel of communication and sharing files
* Decide on the goal of this collaboration
* What kind of data we use, how we collect it, who can use/share it
* Rules for handling data and changes
* Rules for recording changes and decisions that were made
* What kind of rules to follow for naming files => create a file
* Which coding language/software?
* Check hardware compatibility
* Time plan and resource allocation (who has how much time, what kind of skills does each one have, also budget and funding) and timeline/mode of (data) presentation
* Outline the main points of the analysis
* Shared note files etc.
* Backup and data recovery