

1. Code Conventions
  - a. Names should be meaningful and descriptive, but not necessarily verbose
  - b. Use camelCase for variables and functions (i.e. calculateTotal(), userName)
  - c. Use PascalCase for Classes and Types (i.e. UserProfile, TestingClass)
  - d. Use ALL\_CAPS with underscores for Constant (i.e. APP, AIRTABLE\_API)
  - e. Use 4 spaces for indentation
  - f. Place opening braces on the same line as the statement.
  - g. Line Length should be a maximum of 80 characters
2. Documentation
  - a. Use Inline Comments for explaining difficult-to-read code.
  - b. Use Block Comments for describing overall logic of code-block or function.
3. Project Structure
  - a. Use logical folders to minimize messiness in file systems.
  - b. Use PascalCase for file names
  - c. Use descriptive names to describe content
4. Version Control
  - a. Commit Messages
    - i. Make sure messages are clear and concise
    - ii. Use Imperative mood (“Add feature for user login”)
    - iii. Include Brief Summary if possible.
  - b. Branching Strategies
    - i. Create new branches for new features
    - ii. Keep the main branch stable and ready for release.
5. Testing
  - a. Ensure adequate test coverage
  - b. Use descriptive names for test functions to convey what is being tested
6. Code Review
  - a. Conduct regular code review to ensure adherence to coding standards and improve code quality.