**NAMING CONVENTIONS**

**Project files:** prefix of **ddtvl**, files are to be kept in the github folder designated for their specific file type. Whether they are for the site, in-house documents, working files or time management files.

**Client files:** files formatted for client viewing will be then added to a **“ddtvl\_submitted”** folder on github repo. And files received from client will be put within a **“ddtvl\_recieved”** folder.

**Versions of files:** insidethe main repo folder will be the version folder where everything will be placed upon the start of a revision with the folder name **“ddtvl\_version\_x.x”**  x meaning the version number, depending on the revision number.

**BACKUP PLAN**

**Who?** We all will be backing up files onto our hard drives as well as to gethub