**NAMING CONVENTIONS**

**Project files:** The prefix of **ddtvl** is to be used when naming the project files. The 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 the client viewing will be added to a **“ddtvl\_submitted”** folder on github repo. Files received from the 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:** The project manager will be the one in charge of backing up all project files.

**How often:** The project manager will be responsible for backing up all project files every day.

**Where?** The project manager will back up the project files to github using different versions of the files, they will also be backing up all project files to an external hard drive using multiple versions of the project files.

**REVIEW PLAN**

A meeting will be held at the beginning and end of every class to establish where we are and where we need to go.

Check-ups will occur during the 10/20 minute break during that class.