

# GitHub Workflow Guidelines

## When you start working on a new feature...

1. Always create a local branch out of the **latest dev** branch
2. Follow the naming convention:  
(first initial)(last initial)-(feature name) -- e.g. an-helloworld
3. Make commits as you go on the new local branch
4. You should always write tests (using jest) and code documentation for the feature that you are adding
5. Once you are ready, git push and create a pull request to merge into the **dev** branch
  - a. **NEVER** merge directly, always create a pull request

## When you are creating a pull request...

1. Always fill in the template and make sure you satisfy all of the items on the checklist
2. Add the label of **Pending Review**
3. Request at least **one** reviewer to review your pull request and notify the reviewer on the PR Slack channel
4. After the review, if the pull request is labeled **Changes Requested**, make the adjustment and change the label back to **Pending Review**, and notify the reviewer on the PR Slack channel
5. The original author is **responsible** to merge the pull request with the label of **Ready to Merge** and fix any issues that come along with it

## When you are reviewing a pull request...

1. Review with **caution**, leaving comments as needed
2. If the review passes, update the label to **Ready to Merge**
3. If the review fails, update the label to **Changes Requested** and leave the comments needed in the dedicated section of the pull request template, and notify the original author on the PR Slack channel