

# Confluence Protocol

## Purpose of this protocol:

- This protocol sets out the means and format in Confluence of I-Decide project.
- The protocol can be modified, changed, or replaced at any time when the project needs.
- Keep the style of pages on the Confluence all the same and make the project documents clear and easy to manage.
- Keep updating the project space.

## Top Level Pages (Categories):

- The top-level pages of this wiki were based on a provided template, any categories needing to be modified or deleted should be discussed during team meetings.
- The content of a top-level page will always be a 'Content Table' (Confluence widget), detailing the subpages underneath

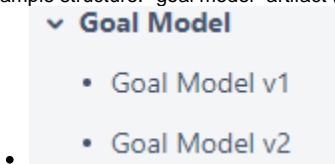
## Page Design & Layout:

- Pages should be added to the related category of content, and add page content table at the page if it has sub-pages.
- On each page, the first level of the title should be set to Heading 2, using the proper format for each paragraph.
- Avoid redundant content.
- Label the content to group pages.
- Use page tags to group the pages (eg 'Meeting-notes' tag)

## Updating Pages:

### Page Version Control:

- For artifacts that evolve over time, create a header page for that artifact. Underneath that heading, have versions of the artifact page
- An example structure: "goal model" artifact (in 'requirements'):



- If a major increment in a page's content is occurring, make a new page with a new version number.
- Smaller changes can be made directly to an existing version without creating a new page (eg fixing a typo, rearranging a small amount of information, etc)

### Update Messages & Notifications:

- When updating a page, you must fill in the "What did you change" box before saving. This will ensure that when viewing page histories, it is easy to find the correct change.
- When updating a page, if it is a MINOR change (typos, changed a small detail, etc), uncheck the 'notify all watchers' button so that the entire workspace is not notified.