Real-time bridge monitoring
Team policy - Git repository

Version 1.1

Revision History

Date	Version	Description	Author
2013-10-24	1.0	Initial Draft	Marko Brcic
2013-10-28	1.1	Repository structure	Marko Brcic

1. Introduction

1.1 Purpose of this document

The purpose of this document is to define the team policy for working with Git repository.

1.2 Document organization

The document is organized as follows:

- Section 1, *Introduction,* describes contents of this guide, used documentation, intended audience, scope of the document and definitions and acronyms.
- Section 2, *Repository Structure,* describes the repository structure on Github platform and the naming conventions for the documentation stored
- Section 3, *Git workflow*, describes the working habits and working flow that the team members should follow while working with Git repository

1.3 Intended Audience

The intended audience are team members.

- Andrea Bottoli
- Dzana Kujan
- Lorenzo Pagliari
- Nikola Radisavljevic
- Jörn Tillmanns
- Fifo Miraldi
- Marko Brcic
- Ghazal Shojaee
- Elisabetta di Nitto

1.4 Scope

This document addresses the rules and guidelines that team members should obey while working with Git repository. The folder structure and hierarchy for documentation, naming conventions for files and folders, types of files used and last but not least, intensity of commits, pushes, and other actions performed during deployment to git repository.

1.5 Definitions and acronyms

1.5.1 Definitions

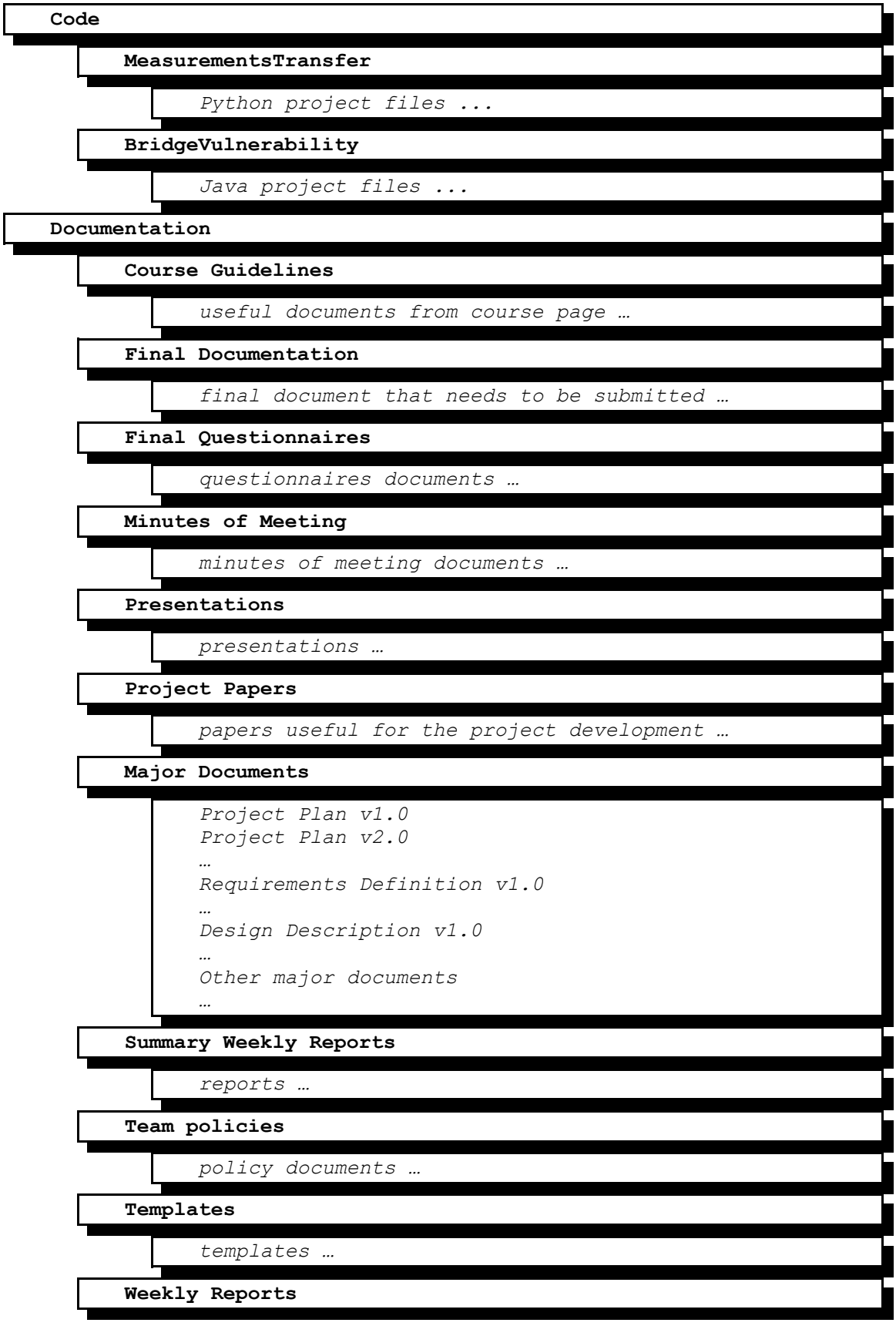
Keyword	Definitions

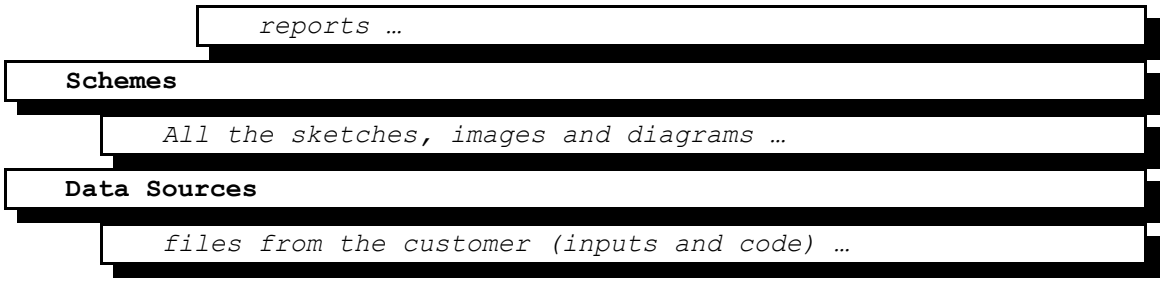
1.5.2 Acronyms and abbreviations

Acronym or abbreviation	Definitions

1.6 References

2. Repository Structure





Rule	Naming conventions
Week reports	YYYY_WW_JohnDoe_WeekReport
Summary week reports	YYYY_WW_SummaryWeekReport
Final questionnaires	JohnDoe_FinalQuestionnaire
Minutes of meeting	YYYY_MM_DD_HH_MM_MinutesOfMeeting
Minutes of meeting with customer	YYYY_MM_DD_HH_MM_MinutesOfMeetingWithCustomer
Major documents constantly updated	Some_Document_vX.X (1.0 → 2.0 → 3.0)
All document types	All textual document types should have .pdf version generated and updated if possible
All the pictures, diagrams, sketches, etc.	All the pictures, diagrams, sketches should be placed in the Schemes folder on Github so that all the team members can have access to them in one place and edit or correct them when necessary.
Folder names	Folder names should be written with each word starting in capital letter and words separated by blanks
File names	There should be no blanks in file names. For separator one should use '_' or '-' or write the words together but each word starting with capital letter

Table 1. Files and folders naming conventions

3. Git workflow

Each member should obey the following rules in order to avoid conflicts as much as possible, because merging and/or resolving conflicts is time consuming and can lead to mistakes.

1. Perform “git pull” as much as possible to always have the fresh version of the files in the repository.

2. Avoid branching because it's better that we all work on the same branch because merging of big branches can cause problems and we probably wouldn't have time to perform it in a good way before the deadlines.

3. Perform the operations “git commit” and “git push” after small changes so that the other team members can fetch the final version as soon as possible.

4. Test before committing and pushing to the repository

5. Tasks should be divided in a way that code modules that are developed are separate units which are interfering ass less as possible

4. GitHub accounts

Team member	Github account
Andrea Bottoli	andrea-bottoli
Lorenzo Pagliari	lorenzo-pagliari
Marko Brcic	brcinho
Dzana Kujan	kdzana
Jorn Tillmanns	matedealer
Nikola Radisavljevic	GeriLarson
Miraldi Fifo	miraldi10
Ghazal Shojaee	Ghazalsho

Table 2. Team members Github accounts

5. List of Tables