



Real-time bridge monitoring Team policy - Git repository

Version 1.2

Real-time bridge monitoring	Version: 1.2
Team policy - Git repository	Date: 2013-11-11

Revision History

Date	Version	Description	Author
2013-10-24	1.0	Initial Draft	Marko Brcic
2013-10-28	1.1	Repository structure	Marko Brcic
2013-11-11	1.2	Repository structure changed, file naming conventions changed	Marko Brcic

Real-time bridge monitoring	Version: 1.2
Team policy - Git repository	Date: 2013-11-11

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 Shojae
- 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

Real-time bridge monitoring	Version: 1.2
Team policy - Git repository	Date: 2013-11-11

1.6 References

Real-time bridge monitoring	Version: 1.2
Team policy - Git repository	Date: 2013-11-11

2. Repository Structure

Code
<i>Java project files ...</i>
Documentation
Course Guidelines
<i>useful documents from course page ...</i>
Final Documentation
<i>final document that needs to be submitted ...</i>
Final Questionnaires
<i>questionnaires documents ...</i>
Minutes of Meeting
<i>minutes of meeting documents ...</i>
Minutes of Meeting With Customer
<i>minutes of meeting with customer documents ...</i>
Presentations
<i>presentations ...</i>
Project Papers
<i>papers useful for the project development ...</i>
Major Documents
<i>ProjectPlan_v1.0</i>
<i>ProjectPlan_v1.1</i>
<i>...</i>
<i>Requirements Definition v1.0</i>
<i>...</i>
<i>Design Description v1.0</i>
<i>...</i>
<i>Other major documents</i>
<i>...</i>
<i>...</i>
Summary Weekly Reports
<i>reports ...</i>
Team policies
<i>policy documents ...</i>
Templates
<i>templates ...</i>
Weekly Reports

Real-time bridge monitoring	Version: 1.2
Team policy - Git repository	Date: 2013-11-11

[Team member name]
<i>weekly reports ...</i>
Schemes
ER Diagrams Class Diagrams Sequence Diagrams Use Cases Diagrams Deployment Diagrams Website Organization Diagrams System Architecture Diagrams
Data Sources
<i>files from the customer (inputs and code) ...</i>
Other
<i>files that can not fit in any other directory ...</i>

Rule	Naming conventions
Week reports	YYYY_WW_WeekReport
Summary week reports	YYYY_WW_SummaryWeekReport
Final questionnaires	FinalQuestionnaire
Minutes of meeting	YYYY-MM-DD_HH-MM-(PM/AM)_MinutesOfMeeting
Major documents constantly updated	SomeDocument_vX.X (1.0 → 1.1 → 1.2 → → 2.0)
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.

Real-time bridge monitoring	Version: 1.2
Team policy - Git repository	Date: 2013-11-11

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 as 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	matdealer
Nikola Radisavljevic	GeriLarson
Miraldi Fifo	miraldi10
Ghazal Shojaee	Ghazalsho

Table 2. Team members Github accounts

Real-time bridge monitoring	Version: 1.2
Team policy - Git repository	Date: 2013-11-11

5. List of Tables

Table 1. Files and folders naming conventions.....6

Table 2. Team members Github accounts.....7