

Guide to Team Collaboration (Google Drive + GitHub)

MGMT 467 • Student Workflow

0) Quick Start (TL;DR)

- **Team Lead:** create a shared **Google Drive folder** and a **GitHub repo**, invite teammates.
- **Everyone:** open/edit the **Colab notebook in Drive** (one person at a time).
- **Submit:** Team Lead downloads the final **.ipynb**, commits/pushes to the **team repo**.
- **Portfolio:** Everyone mirrors the final code to their **personal GitHub**.

1) Set Up Your Team Space

A. Pick a Team Lead

One person coordinates setup and final submission.

B. Google Drive (Team Lead)

- 1 Go to drive.google.com → + **New** → **Folder**. Name e.g., **MGMT467_Team_Alpha_Assignment1**.
- 2 Right-click the folder → **Share** → add teammates' **Purdue emails** as **Editor**.
- 3 (Members) Right-click → **Add shortcut to Drive** to pin it to **My Drive**.

C. GitHub Repository (Team Lead)

- 1 Go to github.com → + → **New repository**. Name e.g., **mgmt467-team-alpha-assignment1**.
- 2 Set visibility to **Public**. Check **Add a README** → **Create**.
- 3 Open **Settings** → **Collaborators** → **Add people** → invite teammates by GitHub username.

Tip: Prefer a GUI? Install **GitHub Desktop** and use “Clone repository.”

2) Day-to-Day Workflow

A. Everyone: Clone the Team Repo (once)

From the repo page → **Code** → HTTPS URL, then:

```
git clone https://github.com/org-or-user/mgmt467-team-alpha-assignment1.git
```

(Or use **GitHub Desktop** → **Clone**.)

B. Work in Google Colab (shared via Drive)

- 1 Create the main notebook, e.g., **Assignment1_Analysis.ipynb**.
- 2 In Colab: **File** → **Move** → place it inside the **shared Team Drive folder**.

■■ Colab is NOT real-time like Docs. Coordinate via chat. If needed, make a copy (e.g., *Assignment1_Analysis_alok.ipynb*) and paste changes back during a handoff window.

Safe pattern: Only one person edits the main notebook. Others use personal copies, then merge back.

3) Final Submission (Team Repo)

A. Team Lead: Commit & Push the Final Notebook

1 In Colab: **File** → **Download** → **Download .ipynb**.

2 Save into your **local cloned repo folder**, replacing older versions.

3 Commit and push:

```
git add . git commit -m "Final version of Assignment 1 submission" git push origin main
```

Verify on GitHub: the notebook and files are updated. This repo is the official submission.

4) Add to Your Personal Portfolio (Everyone)

Update your local copy:

```
git pull origin main
```

Create a new empty personal repo on GitHub (no README). Copy its HTTPS URL.

Add it as a second remote and push:

```
git remote add personal https://github.com/youruser/my-mgmt467-assignment1.git git push personal main
```

Verify on your GitHub profile that the project appears.

5) Naming & Etiquette

- **Folders/Files:** MGMT467_Team_Name_Assignment1/, Assignment1_Analysis.ipynb, data/, figures/, src/
- **Commits:** Use clear messages (e.g., *feat: add EDA section, fix: clean NaN handling, final: polish narrative*).
- **Handoffs:** Announce when you start/finish editing the main notebook.
- **Backups:** When unsure, duplicate first (e.g., *Assignment1_Analysis_YYYYMMDD.ipynb*).

6) Common Pitfalls & Quick Fixes

- **Two people overwrote each other in Colab:** Use *File* → *See revision history* to recover, or re-merge from personal copies.
- **“Permission denied” in Drive:** Team Lead must set everyone to **Editor** on the folder.
- **Git push rejected:** Run `git pull origin main` first. Resolve conflicts (GitHub Desktop helps).
- **Wrong branch name:** Course default is **main**. If repo uses **master**, be consistent or rename.

7) Optional (Nice to Have)

- **.gitignore:** Ignore `__pycache__/, .ipynb_checkpoints/`, large raw data not needed for grading.
- **Branching:** For bigger work, use feature branches (e.g., *feat-eda*) and Pull Requests back to **main**.

- **Issues:** Track tasks with GitHub Issues (e.g., “Finish model evaluation”, “Write methods section”).

8) Mini Glossary

- **Repository (repo):** Project folder on GitHub.
- **Clone:** Make a local copy of the repo.
- **Commit:** Save a snapshot with a message.
- **Push/Pull:** Sync local changes to/from GitHub.
- **Remote:** A GitHub URL your local repo knows about (e.g., *origin*, *personal*).

Need a 1■page checklist or slide version? Ask and I'll generate one.