**Version Control**

## **Configuration Management**

* It is advised that team members select ‘Watching’ on the repository. This way you will be sent an email every time someone makes changes to the repository. Team members are also advised to send a text message on Telegram every time they have posted something on their branch on GitHub. This gives team members an idea on what is being done by each team member for their tasks.
* Final documents after being reviewed will be posted on one drive shared document.
* If any changes need to be made, it will be made, and a new updated version will be posted on one drive. No versions on one drive are to be deleted by any team member.
* Assignment submissions are to be made on a different one drive shared folder.

## **Version Control Table**

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| --- | --- | --- | --- | --- | --- |
| **Title** | Update the Team Charter and Project Proposal | | | | |
| **Description** | * Update the Mission and Objective or Goals in Team Charter, add some more rules about team’s communication. * Re-write the Short Project Description in Project Proposal. | | | | |
| **Created By** | Hieu Hanh Tran | | | | |
| **Date Created** | 08/03/2018 | | | | |
| **Maintained By** | Hieu Hanh Tran, Shirish Maharjan, Arik Maharjan | | | | |
| **Version Number** | **Modified By** | **Modifications Made** | **Date Modified** | **Status** |
| Team Charter version 2 | Shirish Maharjan | * Take the Team Communications part out of Team Charter to become a separate file. * Add some communication rules and expectations into the Team Charter such as time for meetings, medium of meetings, location for meetings. * Informing team members that the roles and responsibility will be rotated every month. * Re-define the Mission and Objectives or Goals in Team Charter as well as limit the scopes. | 08/03/2018 | Revised |
| Project Proposal version 2 | Shirish Maharjan | * Re-define the Short Project Description in Project Proposal to make the project clearer and follow the missions as well as goals. | 08/03/2018 | Revised |