**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 1 |  | * Provide the Team Name as well as the team member’s contact details. * Provide the Team Mission and Objectives or Goals to show the clients the reason why the team exists, the specific goals or outcomes that the team is hoping to chieve; the Potential Barriers the team will meet during doing the project. * Provide the Team Member Skill Inventory as well as the Roles and Responsibilities which are supported by each team member. * Provide the basic Rules and Expectations as well as Conglict Resolution Mechanisms to avoid potential issues when doing the project. * Ensure get the aggree from all team members by signing off the Team Charter. | 01/03/2018 | Draft |
| Project Proposal version 1 |  | * Provide the basic information about the project such as, project name, project member, project summary, etc. * Provide the Short Project Description to help the clients as well as team members have the overview of the project. * List the main components of architecture which are used to deployed the project. * Provide the team’s skill list about which skill will be used to deploy the project * Provide the potential issues list which the team might meet when doing the project. | 01/03/2018 | Draft |
| Team Charter version 2 | Shirish Maharjan | * Change the team name. * Re-define the Mission and Objectives or Goals in Team Charter as well as limit the scopes. * 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. | 08/03/2018 | Revised |
| Project Proposal version 2 | Shirish Maharjan | * Change the Project Name and Group Size from “Ware house Management System” to “ABC’s Inventory Management System” to make the name for specific. * Change the Architecture Outline to make it more accurate. * 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 |