Subject: Enhancing Our Team's Collaboration with Git and GitHub

Dear [Division Name] Team,

I hope this message finds you all well. I wanted to take a moment to share some thoughts on how we can further streamline our collaborative efforts and ensure efficient version control when it comes to our codebase.

As we continue to work on diverse projects with varying complexities, it has become increasingly important for us to have a unified system for managing our code, fostering collaboration, and tracking changes effectively. To this end, I'd like to propose that we start leveraging Git and GitHub in our daily workflows.

Git and GitHub/Gitlab offer numerous advantages that can benefit our entire team, regardless of our respective roles or levels within the division (this has been covered in the workshop). Amongst other things, I would like to advise we adopt appropriate **Documentation** with GitHub's README files and wikis to enhance transparency and knowledge sharing within our division. Also, we should adopt proper **Code Review** process to make it easy to conduct code reviews, helping us maintain code quality and learn from each other.

I understand that some of us may already be familiar with these tools, while others may be exploring them for the first time. My intention is not to impose a new workflow but rather to suggest a framework that can enhance our productivity and collaboration.

Separate repositories have been created on GitHub for every G6 work stream in the division as well as ONS Local and Coherence. The plan is to have a consistent naming convention for files and projects in the division as it can improve organization and collaboration. Below is the structure and naming convention to follow for each team:

* Click on your respective G6 stream,
* Click on add files,
* In the space after your work group, type the name of your project and forward slash ‘/’, this will create a folder for your project. Consider adding a version number or date to track project iterations.
* Then upload all files here.
* Please also add necessary ReadMe here for your specific project.

I'm excited about the potential improvements these tools can bring to our collaborative efforts. Please feel free to reach out if you have any questions, suggestions, or would like to share your experiences with Git and GitHub.

Thank you for your attention to this matter, and I look forward to our collective journey towards enhanced efficiency and collaboration.Top of Form