**File System**

**📁 Graduation Project – [Project Name]**

Your main project folder. Everything will live inside this root.

**📁 01\_Documentation**

All official **documents related to the project**.

| **Subfolder/File** | **Purpose** |
| --- | --- |
| 📁 Drafts | Early versions of your chapters (raw writing, not yet final). |
| 📁 Final Versions | The clean, reviewed chapters ready for submission. |
| GraduationProject\_Document\_Template.docx | The official template you showed me; everyone uses this for consistency. |
| Project\_Organizer.xlsx | Excel sheet with subpages for: Main explanation, Team Agreements, Members, Milestones. |

**📁 02\_Meetings**

Everything related to **team meetings & instructor meetings**.

| **Subfolder/File** | **Purpose** |
| --- | --- |
| 📁 MoMs | All Minutes of Meeting files (one per meeting), named like: MoM\_01\_29-07-2025\_KickoffMeeting.docx. |
| 📁 Instructor\_Feedbacks | Any feedback files, notes, or summaries from your supervisor or committee. |

**📁 03\_Designs**

All **visual designs, diagrams, and prototypes**.

| **Subfolder/File** | **Purpose** |
| --- | --- |
| 📁 System\_Architecture | Architecture diagrams explaining the system's structure. |
| 📁 UI\_Prototypes | Screenshots of UI mockups (Figma, Photoshop, etc.). |
| 📁 Diagrams | UML diagrams, Use Cases, Flowcharts, ERDs—any kind of diagram you create. |

**📁 04\_SourceCode**

All of your **programming files**.

| **Subfolder/File** | **Purpose** |
| --- | --- |
| 📁 Modules | Organized code modules (Frontend, Backend, Services, etc.). |
| 📁 Utilities | Helper scripts, configuration files, and small tools. |
| 📁 Database\_Scripts | SQL scripts for creating and managing databases. |

**📁 05\_Testing**

Handles all **testing files and reports**.

| **Subfolder/File** | **Purpose** |
| --- | --- |
| 📁 Test\_Cases | Excel or document files listing test cases (Black-box, White-box, etc.). |
| 📁 Test\_Reports | Results of executed tests, bug reports, testing summaries. |
| 📁 Sample\_Files | Example files for input/output tests. |

**📁 06\_Presentations**

Every **PowerPoint presentation** you'll create.

| **Subfolder/File** | **Purpose** |
| --- | --- |
| Kickoff\_Presentation.pptx | For initial idea presentation. |
| Midterm\_Presentation.pptx | Progress presentation (milestone reviews). |
| Final\_Defense\_Presentation.pptx | Your final project presentation before evaluation. |

**📁 07\_Milestones\_Plan**

Contains your **detailed project plan and timelines**.

| **Subfolder/File** | **Purpose** |
| --- | --- |
| Milestones.xlsx | Tracks Phases, Tasks, RACI roles, Achievements, Deadlines. |
| GanttChart (optional) | A visual timeline for tasks/milestones (if your team uses one). |

**📁 08\_Other**

Anything **random or extra files** that don’t belong elsewhere.

| **Subfolder/File** | **Purpose** |
| --- | --- |
| 📁 References & Research Papers | PDFs of academic papers, articles, books. |
| 📁 Miscellaneous Files | Any random assets, temporary files, etc. |
| 📁 Recordings | Meeting recordings, if you decide to record any sessions. |