DATA MANAGEMENT DOCUMENT

STRANGER THINGS
Secrets of the Upside Down

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Purpose

This document presents the guidelines for data management that all project members must comply with. These guidelines are shared with all members without any exceptions. The purpose of this document is to follow the same rules in order to avoid problems due to the use of different software or different versions of them.

Creation date

03 November 2019

Current owner

Gerard Baholli

Last modification

23 November 2019

Revision History		
Who	**Date**	**Comment**
Gerard Baholli	03/11/2019	Creation of this document
Gerard Baholli	08/11/2019	Added chapter 1
Gerard Baholli	10/11/2019	Added chapter 2
Gerard Baholli	15/11/2019	Added chapter 3 and 4
Gerard Baholli	23/11/2019	Added chapter 5

Summary

1 Software List

1.1 Asset Editing Software

- **Sketch** - version 60 (88103)

- **draw.io** - Online

- **GIMP** - 2.10.12

1.2 Development Software

- **Git** - 2.23.0

1.3 Organization Software

- **LaTeX** - 3.14159265-2.6-1.40.20

- **TeXstudio** - 2.12.16

- **Fork** - 1.42.0.0

- **Trello** - Online

- **Google Drive** - Online

- **Discord** - 0.0.225

- **Telegram** - 5.8 (185085)

1.4 Environments

We use software not tied to the operating system except for Sketch.

- **Windows 10** - Home v1903

- **macOS** - Catalina 10.15.1

2 Data Types and Format

2.1 Text

The document is written in LaTeX so all the new chapters inserted in the document must be written in a *.tex* file and then be included in the *main.tex*. Keep in mind that all the formatting rules are contained in the main.tex so if you want to create new documents make a copy of the main.tex file and start from that.

2.2 Pictures

Different formats are allowed for the images to be uploaded, but in some cases it's important to respect the dimensions contained below:

Use	Format	Info
Reference Images	.png .jpeg	-
Documentation and Templates	.png .jpeg	-
Vector Graphics	.sketch	-
Character Icons	.png .jpeg	70x70

2.3 Diagram

The diagrams were drawn by draw.io, for any change, go to Google Drive and edit directly the source diagram contained in it, at the end export the diagram according to the rules contained in paragraph 2.2. If you want to add new diagrams, use draw.io and export them according to the rules described in paragraph 2.2, rename it according to the rules contained in chapter 5 and insert it in the appropriate folder according to the rules of chapter 4.

3 Data Storage and Access
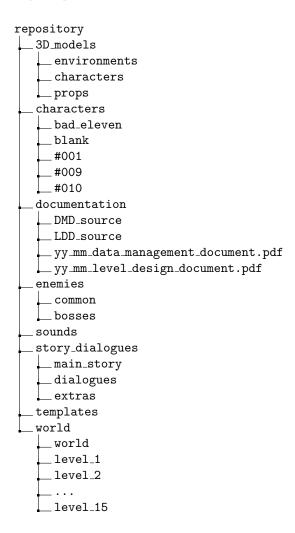
Data Manager: Gerard Baholli
The shared data are hosted in a remote repository on GitHub. The data is also constantly synchronized through the Google Drive synchronization and backup service. Moreover, the data are pushed in the remote repository at the end of each day. For new members who need to access data shared by project members, write to `gerardbaholli@live.it`.

3.1 Backup

Data is backed up on a Google Drive shared folder, every Friday evening between 18:00 and 18:30. For each back up a folder is created with today's date as name: *YYYY_MM_AA*.
This ensures us a backup version every week.

4 Directory Structure

The order of the files in the respective folders must be based on this structure. Be careful when saving new files because they must be saved in folders easily accessible by others, do not insert multiple copies of the file in different folders.

```
repository
├── 3D_models
│   ├── environments
│   ├── characters
│   └── props
├── characters
│   ├── bad_eleven
│   ├── blank
│   ├── #001
│   ├── #009
│   └── #010
├── documentation
│   ├── DMD_source
│   ├── LDD_source
│   ├── yy_mm_data_management_document.pdf
│   └── yy_mm_level_design_document.pdf
├── enemies
│   ├── common
│   └── bosses
├── sounds
├── story_dialogues
│   ├── main_story
│   ├── dialogues
│   └── extras
├── templates
└── world
    ├── world
    ├── level_1
    ├── level_2
    ├── ...
    └── level_15
```

In this tree the main folders are displayed but in them there are other sub-folders that contain the files and keep them in order, distinguishing them by level or by type.

5 File Naming Conventions

The purpose of having a convention for file names is to keep the file order constant, the general rule requires never insert a space character (" ") but instead insert an underscore ("_").

Type	Rule	Example
Folder	name_of_the_folder	story_dialogues
File	name_function.format	bad_eleven_circulmplex.png