**SUBJECT:** Project Team Best Practices for Github

**ISSUE:** Github (the free version) supports a maximum of three collaborators. A project team “best practice” is needed to share work among team members without corrupting existing work products.

**DISCUSSION:** Through consultations with John Rorie the following “best practice” was developed a hands-on Github working session was completed on August 24 with oversight from John.

**KEY STEPS:** Prior to executing the steps below a master repository was created by the project coordinator.

* In Git Bash each team members will:
  + Git clone the master repository (Project Coordinator’s Name)
  + Create a unique branch (team member’s name)
  + Git checkout “your” branch
* As you work ALWAYS CHECK/CONFIRM YOU ARE WORKING IN YOUR BRANCH
  + Git add “filename” as new/updated work is created
  + Git commit -m “date and message” (i.e. “08/25 updated Flask Files with new data route”
  + Git push (to your branch)
* When new work is ready to be moved to the Master branch
  + Go to your branch
  + Create a pull request
  + Request reviews from other team members (at least one)
  + When review is returned as “LGTM” (Looks Good to Me) those with collaborator status will approve and merge with the master
* Refresh Github and visually confirm the updated work is now in the Master

**SECURITY:** Team members will use a Git Ignore file to avoid saving any passwords on the team’s public site. This is done by creating a new file in Visual Studio Code called git ignore and within the file list any files that are not be uploaded.