**Coding Best Practices**

**File Naming:**

* No spaces in names.
* Capital letters for each word.
* Functions to start with func\_ followed by a description of what the function’s usage.
  + Example: func\_ImportData

**Git Processes:**

* Create separate branch for day-to-day working. Branch name to follow convention Feature\*name\_of\_person*\*change\_description*
  + Example: Feature\jamie\_queen\bug\_fixes\_file\_x
* Once a code update is finished it should be committed to the separate branch and then pushed to dev.
  + The code changes should be reviewed by each member of the sub-team.
* Code testing can be carried out in the dev branch.
* Once everyone is happy with code in the dev branch it should be merged onto the master branch. A check should be carried out with the whole group before altering something in master.
* Two separate repos to be used: MLTools and GeneralTools
  + MLTools to contain the ML related code and GeneralTools to contain misc functions relating to importing data.
* Gits to be put into the C:Drive to ensure consistent naming convention across machines.