

PROJECT DOCUMENTATION GUIDELINES

Project Name VisuSpeak

Storage Location and Organization

GitHub will hold all of our finalized documentation and code files. The overall organization of the folders will adhere to the following structure:

- > 1. Project Planning and Initialization
- > 2. Project Development
- > 3. Project Code
- > 4. Project Testing
- > 5. Project Completion
- > 6. Meeting Minutes
 - > a. Mentor Meetings
 - > b. Sponsor Meetings
 - > c. Scrums
- > 7. Timeline Management
- > 8. Vlogs

Should there be multiple versions of a document uploaded, then a new folder will be created with the name of the original document, and the versions will be organized within.

Example: > Project Requirements
Project Requirements.pdf
Project Requirements V01.pdf

Naming Conventions

PascalCase will be utilized for all files within this project.

Example: Project Requirements.pdf

Document Versions

Should a document have the same name but need to be repopulated several times throughout the duration of the project (Meeting Minutes, Project Status Reports, etc.) then the date in which the meeting/scrum occurred will be added after the document name. The date should follow the standard recommended by the Government of Canada YYYY-MM-DD and will be placed within brackets.

Example: Project Status Report (2023-10-23).pdf

If a document is revisited and updated, the version should be the letter V followed by the number (01, 02, 03, etc.) and will be added at the end of the document name. The first time it is updated the number will start at 01.

Examples: Project Requirements V01.pdf, Stakeholder Register V12.pdf,
Mentor Meeting Minutes (2023-10-20).pdf

For documents that will be reused for different parties for the purpose of meetings, the party in which we meet with will precede the name of the document. The project position the party holds should be what precedes the document, however if there are ties then the affiliated company name should be used instead.

*Examples: Mentor Meeting Minutes (2023-10-20).pdf,
Sponsor Meeting Minutes (2023-10-25).pdf
Company YXZ Meeting Minutes (2024-01-15).pdf*