# **Binder Root Description**

|  |  |
| --- | --- |
|  | |
| **Document Intention:** | Description of binder root and introduction. |
| **Document Authors:** | Alfred Manville |
| **Document Version Date-Stamp:** | 22/04/2023 |
| **Document Version:** | 1.2 |
| **Document Version History:** | |
| 1. Document created.    1. Document updated.    2. Document updated. | |

**Introduction**

This binder folder structure contains all the submittals as well as meeting logs, communication updates and organization logs. Every folder contains a description report to state what documents the folder is supposed to contain and what each type of document is for. Most folders may also contain an entry log that chronologically records what entries have been created and modified.

**Contents:**

|  |  |
| --- | --- |
| **Entry** | **Description** |
| Client\_letters | Contains letters from and to the client for communication about the product. This also contains the communicated current project description as a report. |
| Comm\_updates | Contains reports of the creation of communication channels for team members to communicate with as well as updates to the way remote working works. |
| Design | Contains all of the design submittals and their history in report form as well as any data files if applicable. |
| Meeting | Contains all of the meeting reports. |
| Planning | Contains all of the organization logs and plans. |
| Development | Contains the git repo used for development. |
| Deliverable\_submissions | Contains the deliverables that were submitted. |
| Templates | Contains document templates. |
| Testing\_Reports.docx | The testing reports for the implementation phase. |
| Diaries | Contains all the personal diaries for referencing. |