**M1-Deliverable-3**

Documents in progress will utilize the following naming convention: *Milestone\_Task\_StudentNumber\_YYYYMMDD\_VersionNumber (*m1\_deliverable3\_0300\_20160910\_v1.doc). To avoid team members overwriting another team member’s work, team members will save their revisions using their student number. To identify current files team members will use the current date and version # to identify multiple versions within one day. Significant development within projects will be communicated through the corresponding Slack channel.

To identify changes team members will use the “insert comment” and/or “track changes” functions when applicable. Team members may utilize a tear line (example below) at the beginning of the document to include a narrative of changes made. If the file does not allow comments or change tracking, team members will include a .txt file describing changes made.

Tear Line Example:

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I added… I changed… I removed… I need input on… etc.

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When a file has been prepared for review it will be saved using the following naming convention: *Milestone\_Task\_ForReview* (m1\_deliverable2\_ForReview). When a file is in the review phase each team member will review the file and submit topics for change via Slack. Once a team member approves the file they will save the file using the following naming convention: *Milestone\_Task\_StudentNumber* (m1\_deliverable2\_003).

Offline backup of all project files will be conducted by each team member once a week and after submission of a milestone. Backups will not be scheduled for a specific week day and team members may conduct a backup using a day of their choosing. The backup may be done manually or through an automated schedule. New backups will not overwrite previous backups and will be saved in a new folder during each backup. File versions older than two weeks or five versions old will be deleted from Google Drive but will be retained in off line backups.