

Title: Adding a checklist

Use: Use this when adding a checklist to this repo

Type: read-do

Date: 06/22/2023

#### Checklist

☐ make a fork

☐ make a checklist

☐ run updateReadables.py

☐ open a pr

Notes:

Title: Making a checklist

Use: Use this when making a new checklist

Type: do-confirm

Date: 06/22/2023

### Checklist

- [ ] Determine a title for the checklist
- [ ] Create the header title, use, type, date
- [ ] Make a list of checkboxes for each step
- [ ] Add notes for more complex info
- [ ] Validate format with "Making a checklist"

### Notes:

- \* Title should state what the checklist is for
- \* Use is the trigger item that causes you to use the checklist
- \* No more than 8 short to-do check boxes
- \* The date is last update time in mm/dd/yyyy format
- \* The type can be either do-confirm or read-do

git

Title: git commit

Use: Use this when making a commit

Type: read-do

Date: 06/22/2023

### Checklist

- ☐ Validate branch
- ☐ Check status
- ☐ Add related files
- ☐ git commit
- ☐ provide tag
- ☐ state your message
- ☐ state your discription
- ☐ write and exit

### Notes

- \* a tag is the start of the commit message and looks like [bug]
- \* all files added should relate to a specific task
- \* the commit summary should be short and simply state what was changed in 50 chars
- \* the note should go into detail about why these changes were made