GitHub + Teams Best Practices *Checklist*

Best Practices for Working on a Team That Uses GitHub

- ✅ Update from the repository often. Pull from the upstream repository and merge into your local repository at least once a day!

- ✅ Commit small changes often, not big changes occasionally. Work on one task at a time, commit, and move onto the next task.

- ✅ Use short, sweet & helpful commit messages. DO:

    - ✅ Keep the summary line (the first line), to 50 characters or less.

    - ✅ Make the summary line very descriptive: "users can log in", "about page pulls profiles", etc.

    - ✅ Keep the description (subsequent lines) short and concise.

    - ✅ Write in present tense.

    - ✅ Separate the summary line and the description with a single empty line.

- ✅ DO NOT:

    - ✅ Do not end your commit messages with periods. They are not sentences!

    - ✅ Do not write long, detailed, exhaustive descriptions. They should be an overview; developers can review the code for details.

- ✅ Use branches. This allows you to move freely between tasks without polluting the master branch with unfinished code.

- ✅ Keep the project wiki up-to-date. This is the official documentation for the project and should reflect the current state of the project.