

Step-by-Step Workflow for Team Collaboration via GitHub Desktop

Initial Setup (One-Time)

1. One Person Creates the Repository:

- Create a GitHub repo on [GitHub.com](https://github.com).
- Clone it using GitHub Desktop.
- Share the repo link with teammates.

2. Add Team Members as Collaborators:

- Go to the GitHub repository > **Settings** > **Collaborators**.
 - Add each team member by their GitHub username or email.
 - They will receive an invitation to collaborate.
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Each Teammate Clones the Repository

- Open **GitHub Desktop**.
 - Click **"File" > "Clone Repository"**.
 - Use the **URL** or find it under "GitHub.com" tab if added as a collaborator.
 - Choose a local path to save the project.
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Day-to-Day Workflow

1. Always Pull Before You Start

- Click **"Fetch origin"** then **"Pull"** to get the latest updates from the team.
- Avoids overwriting others' changes.

2. Create Your Own Branch

- Go to the top bar in GitHub Desktop.
- Click **"Current Branch" > "New Branch"**.
- Use a meaningful name like: `login-ui` , `fix-bug-auth` , etc.
- Work on your changes in this branch.

3. Commit Changes

- As you make changes, GitHub Desktop will detect them.

- Write a clear commit message and hit **"Commit to"**.

4. Push Your Branch

- Click **"Push origin"** to upload your branch to GitHub.

5. Create a Pull Request (PR)

- Go to [GitHub.com](https://github.com) > Your repo.
- You'll see a prompt to create a **Pull Request** from your branch.
- Add description, tag teammates, and create the PR.

6. Code Review + Merge

- Others can review your PR.
- Once approved, it can be merged into the `main` branch.

Best Practices for Team Git Collaboration

Rule	Why It's Important
One person merges per PR	Prevents merge conflicts
Pull before push	Keeps local copy updated
Use descriptive commit messages	Improves project history clarity
Use branches for each task	Keeps work isolated and clean
Regularly communicate on PRs	Encourages good teamwork

Optional: Sync `main` Into Your Branch

If your teammates merged into `main` while you're working:

1. Switch to `main` in GitHub Desktop.
2. Click **"Pull origin"**.
3. Switch back to your branch.
4. Click **"Branch" > "Merge into current branch" > select `main`**.