\*This document may only be written by project managers of the team

**Here are a few steps that you should follow to write documents to promote your ideas to the team to contribute to this project:**

1.Please write the name of your file with the format **your\_name\_ideas\_date.docx**

**Ex: Phuong\_ideas\_04\_01\_2025.docx**

**2.**Please specify your name and other members’ names who help you planning and thinking about the ideas at the top of your document

**Ex:**

**+Contributors:**

Franklin, Jorge, Suzy, etc.

**3.We don’t need to restrict you to any specific kind of writing, but you can follow the hints below when needed so that other people in the team can comprehend your ideas.**

|  |  |
| --- | --- |
| **1.Ideas can be broad or specific.** | **2.You may put any image, table, symbol, video, or any visual stuffs into the document to explain something.** |
| **3.You may write it like writing an essay (we don’t care much about grammar so that you can focus more on your ideas and save more time writing).** | **4.Please use line space, line break, indentation whenever you can for ease of read.** |
| **5.Please focus on the project’s topic, don’t write anything not related to programming, coding, or designing.** | **6.Make sure it is less than 10 pages to save other people’s time.** We don’t have time to look at 1000 pages for ideas about just a small navigation bar with 1 button if you know what I mean. |

**Example:**

Please visit **Phuong\_first\_Ideas\_for\_the\_app\_03\_26\_2025.docx** document