**Procedures**

All configuration items and files mentioned in section 2.1 will be stored and controlled by a repository. At the start of each step of the development process, each team member will checkout a copy of the whole repository. Once in development, if there are changes to be done on an item and the changes have been approved by the CCB and delegated to a team member then that team member will have priority on that item and any other items related to it. The team member assigned to this change must first re-sync the repository to make sure that the latest version of the item is available. Then the team member will checkout a new branch in the repository. If prompted the team member will have to give a reason for the new checkout. This checkout will allow the team member to work on the item without it being changed by other team members. Once the team member is done changing the item, he or she will merge the checked out branch with the main branch and recommit the item, detailing what has been done to the item in the message dialoged window. The requirements for recommitting and merging the items and branches are as follows:

* If the item is a document, then the CCB must review it and approve it to be a final version.
* If the item is a source code, then:
  + The code must compile without errors,
  + The code is tested and working properly,
    - There are test cases for all modified areas.
  + The CCB has reviewed and approved the code,
  + All necessary changes to documentation have been done.

The team member will commit the changes to the item only if the above requirements have been met and the CCB have approved the changes and results. Only then will the team member be allowed to commit the changes and state the reason why in the repository.

If a team member feels that an item should be reverted to a previous version, then the team member must bring the issue up with the CCB. The CCB will then review the request for change and decide if the change of version is necessary. If the CCB deems it necessary to revert, then this action will be completed in the repository by performing the “revert commit” command. The team member performing this action must give a reason for the revision.

The team member who is responsible for enforcing the rules and requirements listed above is the delegated lead for that part of the project. The lead will be responsible for the following:

* Ensuring that each assigned task is branched out,
* Ensuring that the team members follow the requirments for merging and recommitting changes,
* Ensuring that team members correctly describe and comment the changes upon commit,
* Bringing discrepancies to the attention of the CCB.

To instantiate a new major version of an item, defined in section 2.2, the process shall be:

* The CCB has deemed it necessary and have approved the change,
* The team member in charge of the change has created all needed files/directories,
* The team member in charge of the change has branched out a new version of the repository to work with,
* The team member in charge of the change has, upon completion, merged the branches,
* The team member in charge of the change has committed the changes and specified the reason why the change was done,
* The team member in charge of the change has documented the change in all appropriate places.