RULES IN SHARING FILES

Steps to work and modify a file

1) When you are ready to work on a file (or the previous day),
   send an email to the whole group to say that you take control of the master file.
   Giving the timeframe of your work (ex: next 2 days) on the file is a good idea.
   (so we won't have 2 or more persons working / changing the same file)
2) Change the name of the file and save to have a new file with your revisions.
   (see file name structure below)
3) Change the date in the footer and the initial of the last author.
   (ex: © Brouard and Trudel - DRAFT – January 17, 2015 – FB   page #)
4) Change the content of the file.
   (using tack changes may be an option that should be discussed within the group)
5) Return the new file in Dropbox (and/or include it in the email to the group).
6) Send an email to the whole group to say that you give back control of the master file.

Planning hints:
  - By noticing others team members of your intention to work on a specific file, this should help everybody
    o to plan their own work
    o to avoid to work on the same file at the same time
    o to avoid to have multiple master files for the group
  - In a larger group or with strict deadlines, it is better to have an agreement on the timing for each member working on a file.

File name structure

Structure:	description	Date (YYYYMMDD)	Initial of last author
Example:	articleProjectX20150117FB		

Note :
  - using the same name structure will allow the system to sort the file automatically
  - using the same description will allow to see all the work for a project
  - using the same date format will show the last version (preferable to version #)
  - using the initial will show the last author