**Draft file naming structure for SSR2-RT**

This is based on the work done on the CCWG-Accountability WS1 and 2 to some extent.

**CCWG-Accountability-WS2-Plenary20170412-AgendaV1.0BT**

The intent is to create a filename that is independent of internal filing system attributes (eg. dates) so the reader can simply and quickly identify what the contents of that file should be and by whom is was produced.

* File naming convention. – composed of:
  + **Project tag**: SSR2
    - All files produced for this project should have this tag as the first part of the filename. Other reference material may also be tagged with this if useful but the filename would have to reference this.
  + **Sub-groups:** If the RT creates a sub-group to deal with SSR1 recommendations the this could be SSR1RecsSG or SSR1Recommendations – in this case this would create **SSR2-SSR1RecsSG**. A good starting point for these can be the names of mailing lists for the project as such **SSR-Coordination** could be used for Co-Chair/Staff work and meetings. What is important is to keep a living list of these.
  + **Descriptor –** This is really the most complex one where we will have to agree to a list of these for the common things. Here are some suggestions of some of the more commonly used ones:
    - **Meeting-(date)-(sub-descriptor) –** I would suggest using this descriptor for all non-Face-to-Face meetings of the RT.
      * **Date –**Recommend using YYYYMMDD as in 20170411. This will keep the files in chronological order when you sort them.
      * **Sub-descriptors** might include:
        + **Agenda**
        + **SlideDeck**
        + **Notes**
        + **ActionItems**
        + **Recordings**
        + **Transcriptions**
        + **Presentation**
        + **FacetoFaceMeeting-(date)-(sub-descriptor)**
        + **Report**

(As with the previous point what is important is to keep a living list of these for the team.)

* + **Version –** VX.Y (eg V1.0) where X is for major versions and Y is for minor versions. You can extend either into multiple digits (eg V1.12). Usually starting at V1.0 for a new document although some people like to start at V0.1 when producing the first few versions from scratch and then move to V1.0 once its shared.
    - If someone edits a document in any way then they should update the version number accordingly and ensure they note themselves as the Author (next field).
  + **Author(s) –** In small groups a person’s initials are usually fine. Only one set of initials should be included. Adding initials to the previous ones there can lead to confusion.
  + **Status –** This field is optional and a bit of a catch all. It could be used for any of the following types of information:
    - **DRAFT**
    - **FINAL**
    - **RED-LINED**
    - **CLEAN**
    - **PUBLISHED**