

Project routines

Proofing tools project

Reports

- all make a short report each week:
 - Friday well before noon
- Sjur collects them and makes an executive summary for Anne Britt
- once a month our progress is measured against the detailed plan (yet to be written)

Reports (2)

- Reports should be written in XML (I will make a template for XMLEditor)
- The reports should contain (to be discussed):
 - The planned tasks done
 - The planned tasks not yet done, and why
 - Other unplanned tasks done, and why

Regular meetings

- once a week electronically - Friday after noon?
- notes in XML using SubEthaEdit

Physical meetings

- twice a year?
- perhaps an extra meeting the first half year
- Kautokeino or Tromsø

CVS routines

- nothing should be checked in before it is tested - if you want the comments of others before it can be committed, open it in SubEthaEdit and share it.
- Every commit should have a descriptive log message

Document routines

- first draft
- have someone read through it
- accepted