

# Handover Doc - Gerry

## GitHub

**Adding someone to the Github Organization give them access to both the *Repository* and the *Project (Backlog)***

Our organization (entity that owns the repository) can be found at <https://github.com/SUDA-Start-Up-Dementia-Assistance>.

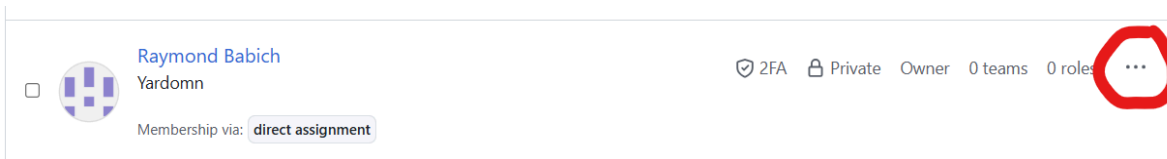
Our repo can be found at <https://github.com/SUDA-Start-Up-Dementia-Assistance/StartUp>.

Our Github Project (Product Backlog, Sprint Backlog, etc.) can be found at <https://github.com/orgs/SUDA-Start-Up-Dementia-Assistance/projects/1>.

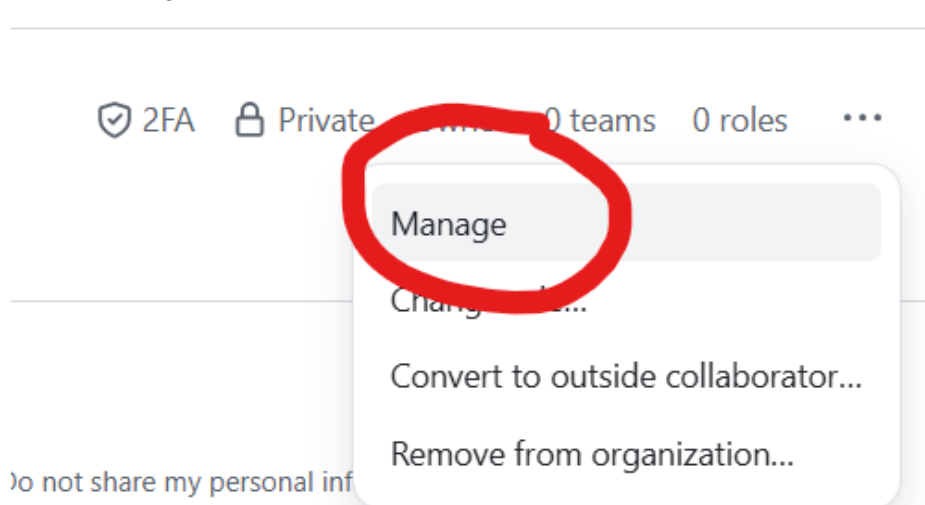
This page is where you manage the people in the organization <https://github.com/orgs/SUDA-Start-Up-Dementia-Assistance/people>.

## How to Remove Someone from Organization

Click on the 3 dots where their name is



Click "Manage"



Click “Remove from organization”

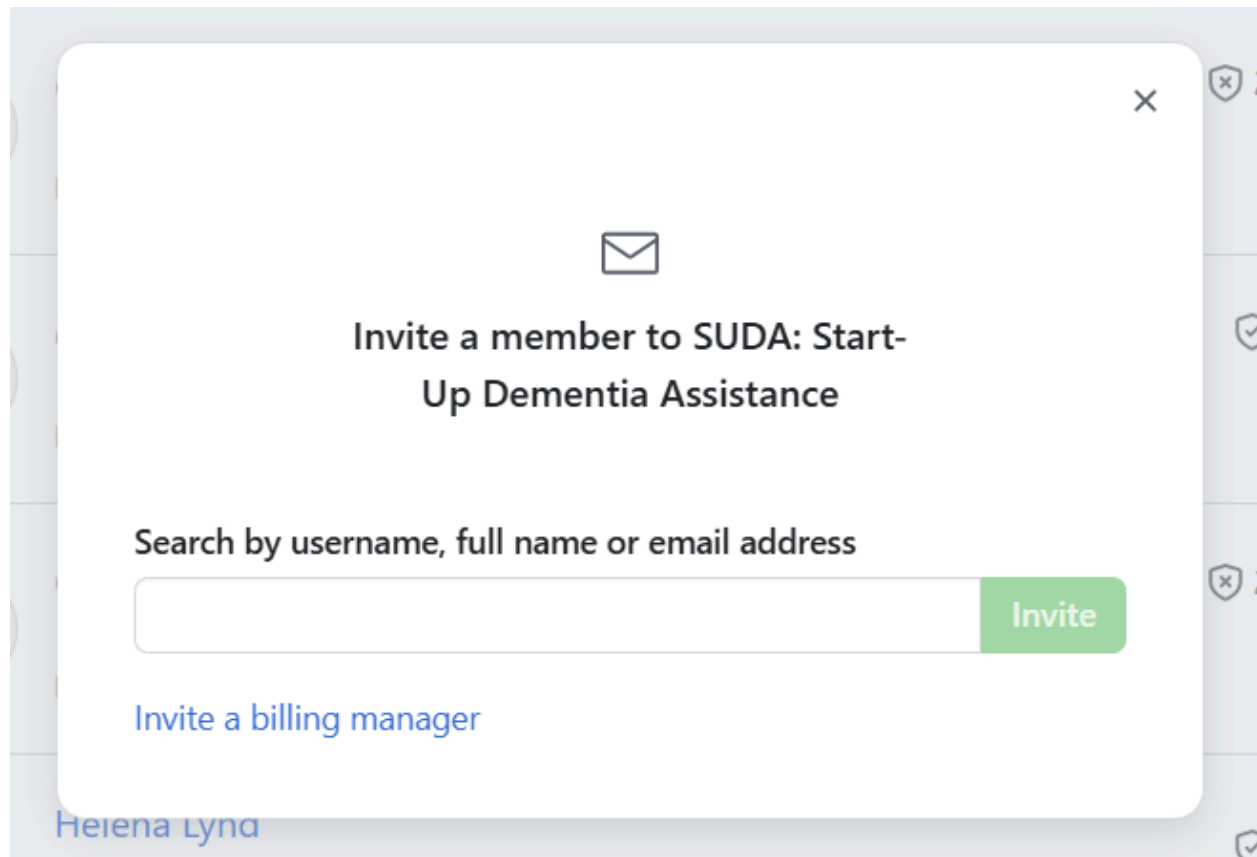
The screenshot shows the profile of a user named 'Yardomn' within an organization. At the top left is the organization's logo, a purple circle with a white grid pattern, followed by the name 'Yardomn' in blue. Below this is a dropdown menu showing 'Membership: Owner'. The main area lists several attributes: 'Has access to 1 repository' with a computer icon, '0 roles' with a briefcase icon, '0 teams' with a group of people icon, 'Membership private' with an eye icon, and 'Two-factor security enabled' with a lock icon. At the bottom, there are two buttons: 'Convert to outside collaborator' and 'Remove from organization'.

## Adding Someone to the Organization

Click “Invite member”

The screenshot shows the 'People' page for the organization 'SUDA-Start-Up-Dementia-Assistance'. The navigation bar includes 'Overview', 'Repositories 1', 'Projects 1', 'Packages', 'Teams', 'People 8', 'Insights', and 'Settings'. A search bar is present with the text 'Find a member...'. On the right side, there are several utility icons, including a plus sign, a refresh icon, and a share icon. The 'Invite member' button is highlighted with a red circle. Below the search bar, there are tabs for 'Organization permissions' and 'Members'. The 'Members' tab is active, showing a list of members and options for 'Two-factor authentication' and 'Membership'.

Enter either the Github username or the email address, then click invite



The image shows a modal window for inviting a member to a GitHub organization. At the top, there is a close button (X) and a shield icon. Below that is an envelope icon. The main heading reads "Invite a member to SUDA: Start-Up Dementia Assistance". Underneath is a search prompt: "Search by username, full name or email address". A text input field is provided, followed by a green "Invite" button. At the bottom left of the modal, there is a link that says "Invite a billing manager". The name "Heiena Lynd" is visible in the bottom left corner of the modal's background.

## Discord Server

The next team will determine what method of communication works best for them, which might not be Discord, so we will not be transferring ownership of the Discord and will let them decide for themselves and communication with you will likely occur over email still if that continues to be what works best for you.

We will provide them with a knowledge doc of how to set up certain aspects of our current Discord server, such as the webhooks (alerts from Github for certain actions) and asynchronous standup bot, so that they can implement those if they so choose to.

## Google Drive

We will set up a new drive with only the documentation, which can be passed from team to team. Any relevant work we've created this year (ex. materials for presenting to Lifespan/St. Ann's, etc.) will remain in the current drive, and we encourage future teams to manage their semester-specific documents in a similar manner. Documentation drive information coming soon.

## AWS

We only set up an AWS account for you and did not get anything started on there, you will only need to remove us and add new team members as permitted developers, instructions coming soon.

## RIT GCCIS Server

Instructions are available for how to start up the caregiver website on the server, but new team members will need to reach out to GCCIS IT and sign an agreement to be allowed access to the server. If the project is continued, the website should continue to be hosted/stay available, however, everything necessary is backed up and there are instructions on how to start the server from scratch available to new developers in the documentation.