Criteria fulfilment

We at KentSoft believe that we have fulfilled the necessary criteria for stage 2 of this project. The one issue we faced is that beginning work on the class diagrams and editing of the given UML was severely delayed as we had an issue with viewing the email reply from Miles with clarification due to the UI of the email app and misunderstanding from our part. see screenshot below (Email appeared to show no reply). For this, we apologise.

In terms of deliverables, we have uploaded and submitted them in the correct format that was requested, which in this case was PDF for the documents and papyrus project.

With regards to project management documentation, we have created a detailed document which describes aspects such as how we manage our team, monitor progress, document decisions and methods of communication.

We as a team also have a dedicated member who is responsible for filling out a weekly meeting document, which takes note of any discussion points raised in that meeting, as well as a tasks table which logs all the tasks that have been set up to that day. This allows new members or any external reviewer to see where the team is at in terms of progress at the date of when the document has been created.

For reviews, we also created a document which goes into details about the various methods we will be using. An example of this is circular reviews which will take place in weekly meetings or the system of having every member approve the proposed work before every merge request is made on Gitlab.

Links to documents:

- Code of conduct
- Quality Assurance
- Project management
- Developer guidelines
- Word-style guidelines
- Software testing plan
- Project Review document
- Meeting document template
- Meeting tracking graph
- Weekly meeting document *(latest – week15.4)*

Screenshot:

Best Regards,

KentSoft

David J. Barnes   10:27
To You

Miles Roman writes:

Dear KentSoft,

Thank you for your questions. I have tried my best to respond to each
point below. Should you have any further questions, please don't
hesitate to contact me in the usual way.

Sincerely,

Miles Roman
Director of Human Resources
Yuconz

Reply