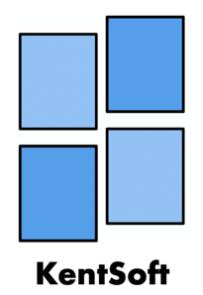
Reviews 

We at KentSoft believe that reviewing all documents before they are published is key in making sure that we look professional and that every document satisfies the expectations of every member of the KentSoft family.

We will review documents at different points of its journey from creation to publishing.

* Merge Authorisation Request. KentSoft company guidelines say that there has to be a unanimous decision for approving merge requests.
* Group Meetings to discuss any merge requests after everyone is finished with their tasks.
* We are starting with doing circle reviewing in face to face weekly meeting. We read through, take notes, give feedback (word notes). After everyone review, we put on big screen so everyone can see together and finalise.
* We are doing solo work and then review in meetings when people upload it and send a merge request. Due to efficiency concerns and to boost productivity we are not doing pair programming.
* We are trying to do agile development cycle but instead of daily we are doing weekly meetings instead to accommodate all members busy lifestyle. We are limited by Yuconz requirements which doesn’t allow us to create new or remove current features. We are proud to say we are a hybrid between agile and waterflow. We have weekly sprints which were determined by scrum master who is Tsotne Gvadzabia.
* Excel meeting charts to see meeting durations and frequency compared to how many meetings actually happened to track performance.
* Start of weekly meeting, we review last week table and discuss any issues which were raised. What was set and was actually done.