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 be having a system in which a request is sent to members to authorise or reject. These requests can be approved remotely and as we trust each members' judgement, we allow a merge request to occur even if only one member approves. This will help prevent potential bottlenecks as we don't need every member to be present and be in a meeting at the same time. Sending merge requests instead of just approving right away will help us review each other's changes so that we can give feedback on it if it's not according to our plan or approve if it meets the requirements.

We will be doing peer reviewing in every face to face weekly meeting. Members will be paired together and they will go through the member's work they are reviewing and take notes so that they can give feedback on the member's work. After each member is done reviewing each other's work, we display the feedback given on the big screen of the meeting room (or any member's laptop screen) so everyone can see finalise and know what to do for the next meeting.

Due to efficiency concerns, we are not implementing pair programming as we feel it can take too many resources (2 members working on same task). We are focusing on solo work which means every member is set tasks which they have to do on their own and then we will review the work of every member in our weekly meetings. This way, every member can work at their own pace and then get the feedback they need in the meetings which we believe will boost productivity.

As stated in the Project Management File, we will be using an Agile-Waterfall hybrid methodology which fundamentally will have a huge reviewing process, as we collaborate as a team with our weekly sprints. The sprint duration was determined by our scrum master Tsotne Gvadzabia.

We have a Microsoft Excel sheet ready which has charts consisting of meeting frequency and meeting duration. This document can be found here. This will help us track meeting durations and frequency of meetings as we can compare these metrics with how many meetings actually happened and for how long to track performance. We can then use the data to change the default meeting duration and frequency if we repeatedly see that we are meeting more than the default frequency or for a longer time period than the set duration. These charts will help motivate the team to stick to the default metrics set and go above and beyond what is required. It will help visualise the team members on their progress towards meeting the required meeting goals.

We will also be using a GANTT chart to review our progression and to monitor how efficiently we conduct ourselves as a team and how effectively we completed each task, as we looked at the time taken (in days) till completion. This can be found here.

At the start of each weekly meeting, members will review the last weekly meeting's document table which has all the tasks that each member needs to do and discuss any issues which were raised. They will discuss what each member was set and what each member accomplished. Any issues which were raised will be either resolved in that meeting or be set as a task for whatever member was facing the issue for the next weekly meeting.