# PUSS214210

v. 0.1

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Informal Review Protocol

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Group 2

Responsible: Project management group

Authors: Project management group

2021-01-31

# Contents

# 1 Introduction

The goal of the informal review is to identfiy discrepencies between documents, grammatical errors and ambiguities. A documents does *not* pass an informal review, it is only a system for detecting errors that would cause it to fail a formal review. Since most of the documents that are produced during a phase are dependant on other documents, the informal review covers every docuemnt written during the phase.

# 2 Preparation

## 2.1 Picking reviewers

PG is resposible for picking a set of reviewers from the subgroups. Documents should be reviewed by 3 people from a group that has not authored the document. The reviewers are to do their reviews independently. Reviewers should be rotated for an even work distribution.

## 2.2 Submitting a document for review

Every group makes sure that an up to date verison of their docuemnt available at latest 17:00 the day before the informal review meeting. Should the document be in an unfinished state at this time, authors will make a note covering what parts are unfinished. Unfinished parts of the document will be ignored by reviewers.

# 3   Exectuion

Documents and code have different criteria and should therefor be reviewed differently. Be sure to take notes whilst reading so that the authors can go over it later.

## 3.1   Document Criteria

- Is the docuemnt grammatically correct and adheres to the our document standards?

- Does the document cover all the necessery points defined in the project tutorial?

- If the document is dependant on another document, do the contents of the document match? Meaning, is there any confusion as to how they relate to one and other.

## 3.2   Code Criteria

- Does the code follow the high level architecture defined by the System architecture group?

- Does the code adhere to our coding standard?

- Do comments follow the javadoc-convention?

- Does the software behave as expected?

- Is it possible to 'break' the software?

# 4   Reporting results and correcting

## 4.1   Informal Review Meeting

The result will be reported in a group-wide meeting. Every document gets 10-20 minutes of time. If the results warrant further discussion, the parties involved will continue the discussion after the meeting.

## 4.2   Correcting Eventual Errors

Informal reviews are scheduled to give authors enough time to correct errors before the hand in-deadline for formal reviews.