Brock Butler Standardization Document

Documentation Standards
- All document names are lower case and contains no spaces.
- Document titles are written in 20pt Garamond font with bold and underline formatting
- Document subtitles are written in 14pt Garamond font with bold formatting
- All document text is to be written in 12pt Garamond font with no formatting
- All documents are to be signed off by the Technical Writer, Technical Librarian, and Team Leader
- All documentation is to be saved in the .doc format
- Finalized documents are to be converted into .pdf format for submission
- All finalized flowcharts and Use Case diagrams are to be developed using Microsoft Visio and exported as a .pdf
- All Use Case documents are to follow the template available in the documents folder

Meeting Standards
- Group meeting will be held every Tuesday and Thursday from 3:30pm to 5:00pm in AS216
- Members who cannot make a meeting are to notify the whole team via email by 12:00pm the proceeding day (Monday or Wednesday at Noon)
- Notes are to be kept by one or more team members on meeting events
- Meeting notes are to be typed and post to the group GitHub account the same day of the meeting
- Meeting files are named "YYYY-MM-DD.txt"
- Individual meetings between select group members are to be recorded and reported to the team leader

Application Standards
- The final application and all of its subsequent modules are to be written in the android ADT bundle via the following link: http://developer.android.com/sdk/index.html
- The application will be written with the android 4.0 library and will be targeted for all Android versions above 4.0
- Every file in the Android application is to be fully commented and properly tabbed
- Every new file in the Android Application is to start with the following comment code:

```
/**
 * FileName.ext
 * Brock Butler
 * description of class/file
 * Created by Taras Mychasiw on 2013-01-01
 * Copyright (c) 2013 Sea Addicts. All rights reserved.
**/
```

- A similar comment should precede each function as well.

Coding Standards
- Using the standard Android tabbing conventions, tabs are a tab character with width of 4 whitespaces.
- Using standard Android naming conventions for classes, etc.
    - Classes are to start with a capital and any subsequent words are also capitalized.
    - Functions/methods/variables are descriptive and camelCased.
    - Blocks are commented thoroughly, while individual instructions are only commented if they are vital.
- Modularity!

Testing Standards
- All testing is to be carried out a first time via the programmer responsible for the select module
- All testing is to be completed a second more stringent time by the Testing Leader
- Testing leader is not aware of technical design and is not a main programmer to remove testing bias
- Both sets of tests are to be in .doc format and signed off by the Team Leader and Test Leader
- All testing documents are to be finalized into .pdf format for application submission

Presentation Standards
- Presentation is to be created and presented with Microsoft office PowerPoint
- All group members will be present and in formal attire
- Each group member is to explain their individual modules/group roles
- Presentation is to be no less then 5 minutes