Software Engineering Group 11
SE_11_QA_03
General Documentation Standards Summary

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Table of Contents

1. Introduction

1.1. Purpose of Document

The purpose of this document is to provide an outline and summary of the content included in SE.QA.03 [1] for group members to use as a basic reference when creating a general document.

1.2. Scope

This document aims to be a basic guide and a quick referencing material for all members of the group and is to be used in conjunction with the original SE.QA.03 [1] provided.

1.3. Objectives

This document covers:

- Information which should be included in meeting minutes
- Information which should be present in any formal project document
- Section headings which must appear in all formal documents
- Information which should be contained in diagrams

2. Minutes of Meeting – In This Order

- Project title (including group number)
- Meeting purpose
- List of members present
- Place and date of meeting
- Circulation list
- Author of minutes
- Date minutes were produced
- Version Number
- Matters Arising – actions from last meeting
- New Business – new actions or issues
- AOB – anything else worth mentioning

3. Documents

3.1. Basic Content and Layout

Cover page

- Title (including project name and nature of document)
- Authors
- Configuration reference – see SE.QA.08[2]
- Date of Latest version
- Version Number
- Document status – see SE.QA.08[2]
- Name and Address of the Department with a copy right notice

Header and footer of pages

- Header
    - o Title (abbreviated if too long)
    - o Version
    - o Status
- Footer
    - o The phrase Aberystwyth University/Computer Science
    - o A page number in format : x of y

3.2. Sections Included – In This Order

- Title Page
- Contents
- Introduction
  - o Purpose of Document
  - o Scope
  - o Objectives
- Specific sections – Relevant content to document
- References
- Document change history
  - o Version
  - o CCF No.
  - o Date
  - o Sections Changed From Previous Version
  - o Changed by

4. REFERENCES

[1] QA Document SE.QA.03 - General Documentation Standards

[2] QA Document SE.QA.08 - Operating Procedures and Configuration Management Standards.

5. DOCUMENT HISTORY

Version	CCF No.	Date	Changes made to document	Changed by
1.0	N/A	18/10/14	Document Created and Structured	Tcg2
1.1	N/A	11/11/14	Document Updated Onto new Template supplied by als48	Tcg2