Designated ‘Quality Control Monitors’:

IS: Jamie

CS: Bryce

Process:

Follow this for each aspect (CS feature, IS document):

* Check the feature with the table
* If there is a problem, submit a ‘Issue’ in the ‘Issue handling’ file
* Notify appropriate team members about the issue

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Week 1:

|  |  |
| --- | --- |
| Description: | Checked: |
| The aspect’s quality is in line with similar aspects in the project.  Example: code in a feature is of the same coding standards as other code in the solution. | x |
| The aspects fulfill all acceptance criteria OR in progressing towards fulfilling the acceptance criteria in time | x |
| The aspects are not behind schedule and will be completed in time | - |

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Week 2:

|  |  |
| --- | --- |
| Description: | Checked: |
| The aspect’s quality is in line with similar aspects in the project.  Example: code in a feature is of the same coding standards as other code in the solution. | x |
| The aspects fulfill all acceptance criteria OR in progressing towards fulfilling the acceptance criteria in time | x |
| The aspects are not behind schedule and will be completed in time | x |

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Week 3:

|  |  |
| --- | --- |
| Description: | Checked: |
| The aspect’s quality is in line with similar aspects in the project.  Example: code in a feature is of the same coding standards as other code in the solution. | x |
| The aspects fulfill all acceptance criteria OR in progressing towards fulfilling the acceptance criteria in time | x |
| The aspects are not behind schedule and will be completed in time | - |

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Week 3:

|  |  |
| --- | --- |
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| The aspects fulfill all acceptance criteria OR in progressing towards fulfilling the acceptance criteria in time | x |
| The aspects are not behind schedule and will be completed in time | x |