Quality Assurance

Meetings

- All meetings must be recored
- Must include these details
    - Attendees
    - Time and Date of meeting.
    - Time and Date of next scheduled meeting.
    - Aims for the meeting
    - Closing notes
        - Including aims for next week
    - Person by person tasks to be done by the next meeting.

Code

- Commented
- Code Accompanying read-me file giving an overview of each function.
- Each Function description must come in this format:
    - Name
    - One Sentence Description
    - Parameters and Outputs
    - What functions processes it connects to.

Repository

- Documentation must be stored in the repository in the form of PDF or a Evernote extension file.
- Code will be stored in its normal form but accompanied with a read me file or a Git description.
- Code should be titled clearly and have a description of the file at the top of the file in a comment form.
- GitHub as the Repository
    - Various ways to interact either with a website, desktop application and command line access.
    - Extensive documentation abilities on all GitHub mediums
    - GitHub.io and GitHub pages makes it easy to run code directly from the repository.
- Add Branches for each part of the project.
- Allowing for sufficient version code control.