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# Document Information

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| **Project name:** | VR Training Project |
| **Date:** | 24-01-2025 |
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| **Approver:** | Owen Beeks |
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# Approval

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| --- | --- |
| **Date** | **Name and Signature** |
| 4/11/24 | Libby Quinn |
| 14/01/2025 | Owen Beeks |
| 27/01/2025 | Byron Griggs |
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# What is the Definition of Done?

### What considers a **task** as done?

A task is completed when:

1. The description on Azure Devops is fulfilled, usually resulting in a completed word document in the initial stages.
2. A peer has completed the approval table at the start of the document or manually checked over it so that the discussed quality is assured.

### What considers a **product backlog** item done?

A backlog item is complete when:

* All its underlying tasks are marked as ‘done’ and placed in the column on Azure Devops
  + A task is considered done once it has been documented by one team member and signed off by another.

### What is done **code** for your team? What does it look like? How is quality assured?

All code must be uploaded to the GitHub repository, rather than the Azure Repository, as we have restructured so we are able to access files from offsite.

Code is deemed completed when:

* When it’s met its functionality requirements
* It meets the code standardisation checklist
* Functionality validated by testing tools
  + Specifications
* Looked over by a peer (Code Review)
* Pushed onto main branch
  + Note: A task does not need to be pushed to the main branch to be considered complete, but merges should be completed at the end of every sprint.

### What is done **documentation** for your team? What does it look like? How is quality assured?

Documentation is considered done when:

* Format, based on a standard template is implemented
  + [Document Template.docx](https://hullacuk.sharepoint.com/:w:/s/700118_A24_T12-Teams-VRTrainingProject/EbTWmPGvxf5NufT69RN7tREBdUeCZ7ZpQpEXYn1cxehwPQ?e=8FBHHZ)
  + Have the title in the header
  + Have a filled in ‘document information’ section
  + Have an approval section filled in.
  + Proofread by a peer
  + Checked off by a peer
* All necessary subheadings and topics covered
* Backed up onto main repository
* Use Version Control
* When a proofreader (team member A) makes an edit on a document by team member B, they must put it back up for approval. Team member B may approve the altered document.

# Research

When in a business, we need to have a shared understanding of done. When all conditions or acceptance criteria, that a software product must satisfy are met and ready to be accepted by a user or team member. Doing so ensures quality throughout the project. It prevents user stories that don’t meet the definition, from being promoted to higher level environments. Also preventing features that don’t meet the definition. Huether, D. (2021)

**Citations**

Huether, D. (2021) *Definition of done*, *LeadingAgile*. Available at: <https://www.leadingagile.com/2017/02/definition-of-done/> (Accessed: 14 October 2024).