SPR-1 V&V

## Procedures

#### Document versioning

Summary: We currently have an archive folder in our google drive that we put any old documents into when we get a new one. Also in the title’s of documents we put \_v(x) for whatever version of that document is passed the initial version of the document.

#### Scheduling

Summary: We have the given deadlines from the customer for scheduling when our sprints need to be completed by. Jaden Albrecht is our team manager and schedules our meetings with the stakeholder. We have two meetings scheduled each week at 7pm on Monday and Friday.

#### Verification & Validation

Summary: We have processes for both verification and validation. Both are in early stages of implementation and are likely to change as we see what works and what doesn’t as the sprints progress.

* Verification: We meet the Friday after the sprint begins and discuss our initial thoughts on the requirements of this sprint. We then have the weekend to mull over our ideas and figure out what we missed. Then we meet back on Monday and confirm what we agree needs to be done. We then schedule a meeting with the stakeholder so that we can get a final confirmation on what all needs to be done.
* Validation: We have a V&V folder that when we finish a document we submit it into that folder. Jordan then validates that the documents meet the proper requirements and are ready to be reviewed by the professor. Jordan then either sends them back to us to revise or to the review folder for the professor.