

## Quality Assurance and Security Procedures

Step 1 for the submitting team: Notify the QA&S team in Discord on the quality-assurance-security channel by sending a formal request for QA&S review in Discord. We also ask that you create a Trello card in the testing section.

The format of the Discord notification is as follows:

<Greeting> <Team> <Artifact Title> <Artifact Git Location>

*Ex: "Hello! Requirements team here. We'd like to submit our SRS for review. This is located at main/Requirements/SRS"*

The format of the Trello card is as follows:

<Submitted> <Artifact Title> <for QA&S review to the following location on GitHub> <Artifact Git Location>.

*Ex: Submitted SRS document for QA&S review to the following location on GitHub  
main/Requirements/SRS*

Please make sure to label it with the appropriate team labels and add a due date.

Additionally, before submitting any code for QA&S review please make sure that:

- The code compiles
- The purpose of the code is clearly specified
- Instructions to deploy the code are provided
- A reasonable effort was made to assure that secure coding practices were followed
- [Optional] The code has comments for most items
- [Optional] The code is "easy to read"

**QA&S Response:** Once a team has formally submitted a QA&S review request the QA&S team will proceed as follows:

- Create a file in the QA&S folder on the project GitHub to document the tests performed on the artifacts under review
- Open an issue in the issues tab on GitHub.
- Notify the appropriate team on Discord that the submitted artifact has been reviewed and an issue report has been created on GitHub.

*Ex: "Hello Engine/DB! QA here. We've reviewed your code and submitted an open issue report on GitHub called "botcodeV1 QA issues". Please check it out when you can."*

**Step 2 for the submitting team:** The team responds to each of the issues included in the issues report. This is done within the issues tab on GitHub. If there are questions, please use the message feature on GitHub. Teams are asked to address each issue number individually. Please note that if your team feels that an issue found by QA&S review is a “non-issue” we still ask that you make note of that within the issue report.

Ex: "... For issue #3 we have fixed the line of code responsible. For issue #4 we have deemed it a non-issue and that it shouldn't be fixed. ..."

**QA&S Response:** After the issue has been resolved the QA&S team will close the issue by “moving” it to the closed section on GitHub. QA&S will move the Trello testing card to the done section marking it as complete. Once this process is complete the QA&S team will log the issue into our final report.

**Note:** This process is essential to our ability to assure the quality and security of this project. If there are any questions and/or concerns with the process, please reach out to the QA&S team on Discord (quality-assurance-security channel). Furthermore, if you have any suggestions that would help to improve our process, please reach out to the QA&S team on Discord (quality-assurance-security channel). Thank you.