SOFA Quality Guideline

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Contents

1 Documents

This section outlines the quality standards and processes for all documents produced during the SOFA project.

- All documents shall be written in LaTeX.

- Every document's source and rendered result shall be committed and versioned.

- All documents shall be reviewed at least once by another person either inside or outside of the team using the template found at Appendix A Review Template.

- The results of document reviews shall be stored alongside the original document.

- An improved version of a document shall be reviewed once more to guarantee feedback has been processed and passes standards.

- If a document does not pass a review, this document shall be improved again.

- Documents to be reviewed will be added to the week's backlog.

2 Software

This section outlines the quality standards and processes for software development during the SOFA project.

2.1 Code

- All code committed shall be committed alongside relevant testfiles.

- All code relevant to a new feature, fix or any other change will be developed in a new branch.

- Any branch that is to be merged into the master branch will be submitted in a pull request and reviewed by at least one person. Code reviews and any CI tool must also pass before merging.

- All code shall be 100% tested at all time. If it is not, changes will not be accepted into the master branch.

- Tests shall be useful, concise and descriptive. Don't test only one scenario, but every scenario imaginable.

- All code shall be documented clearly, either by simple self documenting code or written documentation.

2.2 Commits

- Commit messages will have a descriptive header describing the content of the commit.

- A commit message's body could explain more about the change. Why something is changed, what it does etcetera.

- Commits will remain small and relevant to only one change. If a commit changes more than two things, it is too big!

3   Appendix A Review Template

Date of Review
Document Title
Document Date
(Optional) Commit ID
Reviewer Name
Reviewer Comments

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