How to request QA&S to review your software artifact

For software artifacts that are code: 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".

To submit an artifact for review:

1.) Create a message on the #quality-assurance-security channel with the following format:
    a. <Greeting> <Team> <Artifact Title> <Artifact Git Location>
        i. Example: "Hi, Engine team requests review of BopBluey code that you can find here: main/Engine_DB/botCode/botCodeV1.java"

2.) Open a card on Trello with the following format: a. <Submitted> <Artifact Title> <for QA&S review to the following location on GitHub> <Artifact Git Location>
        i. Example: "Submitted BopBluey code for review by QA&S, code is found at <github link>*"*
    b. Label the card with your team as well as QA.

Once a team has submitted a QA&S review request the QA&S team will:

1.) Create a file in the QA&S folder on the project GitHub to document the tests performed on the artifact under review. A rough estimation of our maximum allotted time for conducting quality assurance is about one week. Please allow additional time for larger submissions.

2.) [Note: If software artifacts defects are found, otherwise move to 3] Open an issue on github <u>for each</u> software artifact defect found in the software artifact. These will be appropriately labeled for ease of access.

3.) Notify the appropriate team on Discord in their group channel that the submitted artifact has been reviewed as well as pinging the person(s) who submitted it. If issues were found, QA will notify them that all issue reports have been created on GitHub as well as provide a link to the quality assurance log. If no defects are found, the team will be told so.

     a. *Ex: "<@person(s)> Hello Engine/DB! QA here. We've reviewed your code and submitted open issue reports on GitHub following the title format "botcodeV1 QA issue #n". Here is a link to the QA log for this software artifact review <link>. Please check it out when you can."*

How to respond to Issues in GitHub

1.) Go to the issues tab in the class Github.

2.) Comb the list to find those items that your team is responsible for. They will be appropriately labeled.

3.) Solve the issues, or comment an alternative resolution to the issue. This can be that the issue will not be resolved.

4.) Once resolved, we will close the issue.

5.) If not, we leave it open until fixed.

Much shorter version (with a lot of short cuts):

To submit code for testing:

- Tell us what you need tested in our QA+S channel (use this format).
- Open a Trello card on the backlog (use the same format).
- We will open issues in Github if we find defects.

To respond to issues:

- Go to the issues tab in Github.
- Find your defects.
- Respond as valid/fixed or nonissue.