Defect Tracking Policy

for

Pittsburgh Train Automation System

Version 0.1

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1 Tracking 2
1.1 Numbering Scheme 2
1.2 GitHub Usage 2
1.3 Priority Definitions 2
1.4 Determining Priority 2
2 Resolution 3
2.1 Low Priority 3
2.2 Medium Priority 3
2.2 High Priority 3

1 Tracking

1.1 Numbering Scheme

The Aurora team will track and identify defects and bugs using the following scheme:

[module]-[type]-[number]

The Module entry refers to the specific module in which the defect is located. The modules are abbreviated as follows:

- General – GEN
- CTC Office – CTC
- Wayside Controller – WSC
- Track Model – WSM
- Train Model – TRM
- Train Controller – TRC

The Type entry denotes the type of defect. The defect types are:

- Bug – B
- Improvement – I
- Documentation problem – D

The Number entry will keep a two-digit count of defects with the same module and type entries.

Examples:

- Wayside Controller Bug: WSC-B-01
- Train Model Improvement: TRM-I-01
- Another Wayside Controller Bug: WSC-B-02
- Wayside Controller Documentation Problem: WSC-D-01

1.2 GitHub Usage

The Aurora team agreed upon using GitHub Issues to track defects. The title section will be filled out using the numbering scheme in section 1.1. The body section will contain the priority and a description of the defect, in that order.

1.3 Priority Definitions

We organized defect priorities into three tiers:

- Low Priority – This category is for defects that are either small, unimportant, or both. The other criterion for a low priority defect is that it definitely does not hinder other members of the Aurora team. Low priority defects may not be easy to fix.
- Medium Priority – As denoted by the name, this category contains intermediately important defects. A medium priority defect may negatively affect progress on the project.
- High Priority – High priority defects take the highest precedence. They do or will hinder the progress of other team members. High priority defects are not necessarily difficult to fix.

1.4 Determining Priority

The priority of a defect will be assigned at its author's discretion. If all members of the Aurora team are not in agreement, a defects priority will be called into question. Defects' priorities may also change as the team makes progress.

2 Resolution

2.1 Low Priority

Low priority defects can be resolved by any team member at any time. Resolving low priority defects is generally unimportant and may be unnecessary altogether.

2.2 Medium Priority

Medium priority defects may be resolved by any team member at any time. However, that team member should inform the group that they are working on the defect.

2.2 High Priority

A team member who wishes to solve a high priority defect should communicate with the team and get its unanimous approval. If the defect is large, more than one team member may be necessary.