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Software review plan

AT2

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## Meeting Minutes

This is a record of the meeting minutes from our meeting with CITE MS.

Meeting Name and place: Sprint Two requirements QA and design, conducted at SMT room T01

Date and time: 12/11/20 10:00am

List or Participants: Jyle Darling, CITE Representative Stewart Godwin

Purpose of the meeting: To verify application design against CITE quality assurance practices.

Agenda items:

* General app requirements. A list of requirements was provided for the next sprint. These requirements were sent in a document.
* Additional requirements. Further requirements were determined in the conversation, these requirements were written down and emailed to the development team leader.
* CITE QA guidelines relevant to this project. Discussed the proposed UI and the standards that surround implementing it to meet those standards.

Next Meeting: this been determined to take place after sprint two presentation on the 19th of November at 10am.

## Application Requirements

Sprint two client application requirements that were discussed during the meeting:

* The website it too include a free communications membership sign up method for users.
* The membership sign up method is will require users to select a monthly email, or breaking news notifications.
* The membership sign up will require a full name and email to sign up.
* The membership sign up will provide a method for users to unsubscribe from communications.\
* The removal process will send an email to an administrator who will remove the user from the mailing list.
* The application will include a membership page which will facilitate the adding of new users to the communication membership list.
* A new database table will be needed to house the members full name, email, mailing list preferences, and if they are to remain on the mailing list.
* All user membership details are to be fully validated to filter out incorrect or erroneous information.
* An admin UI is to be implemented.
* Admins are required to log in before gaining access to the list of members.
* Admins must have to ability to add or remove user information from the membership table.
* Admins should have their own database table that stores admin email and password.
* All admin details are to be fully validated to filter out incorrect or erroneous information.

## CITE Coding standards and QA testing.

The following information was discussed in the meeting with CITE to ensure that the continued design and implementation of the application and its code remains in scope with the CITE guidelines.

Coding standards to follow:

* Naming Conventions
* File Naming and Organization
* Formatting and Indentation
* Comments and Documentation
* Classes, Functions and Interfaces
* Pointer and Reference Usage
* Testing

Further information of these standards are covered in:

[ISO/IEC/IEEE 12207:2017 Systems and software engineering — Software life cycle processes](https://www.iso.org/standard/63712.html)

Quality Assurance relevant tests:

* Functional and Regression Testing;
* GUI and Usability Testing;
* Accessibility Testing;
* Compatibility Testing;
* Performance Testing;
* Installation / Configuration Testing;
* System / Integration Testing;
* Security Testing;

Further information on these test procedures can be found at:

[CITE Managed Services Policies and Procedures.](http://www.citems.com.au/?page_id=247)

# References