Quality Assurance

How do ensure quality?

Quality is ensured by correcting and updating each members’ weekly work. The most important tool to ensure and maintain quality is the GitLab area which is regularly updated, and every member can access the project repository and make amendments where he finds it suitable. Moreover, the goal is to review the project, in every stage, for any inconsistencies and proof read it before upload, for any syntactic mistakes or other unnoticed errors. The proof reading is carried out by other members of the team to ensure that the code or the document runs smoothly and according to the requirements.

How do we ensure consistency?

The goal is not only quality, but also maintaining it throughout the course of the project. By keeping minutes in every meeting, we make sure that we are organised in terms of the individual tasks. The minutes show what has been done in a given meeting and at the beginning of every session we consult the document of the previous meeting and continue from there. It is important since we know exactly what has been discussed, the status of each task and what is the goal until the next meeting. In addition, a GANTT chart is included in the documentation along with meeting minutes to have a broader view of the tasks and their deadlines.

Groups Approach

In order to ensure that everything we produce is consistent we set three steps to follow every time a task is completed. We used the steps as a guide to ensure that all the documents go through the same level of reviewing/testing, which is essential for maintaining consistency.

Step 1: Identify the goals

In order to have a successful project the goals must be clearly identified. This identification is important as the members of the team must understand clearly what is required by them. To identify the roles of the members the following table was produced for identifying each members’ role to the projects life-cycle.

|  |  |  |
| --- | --- | --- |
| Roles | Member | Main responsibilities |
| Documentation | P.Georgoulias | Keeping track of the progress, planning documents, meeting minutes and defining the tasks. |
| Diagrams and Models | A.O.Sharomi | Construct class diagrams, Use Case scenarios and User Stories. |
| Programming | L.J.Ibeachum | Developing source code, identifying the tools and methods to be used and testing. |
| Documentation Reviewer | A.O.Sharomi | Review the documentation to ensure that details of the documents are well written without inaccuracies and grammatical mistakes. |
| Source code reviewer | P.Georgoulias  A.O.Sharomi | Read through the source code and its documentation, ensure that it is well written without syntax or logic errors and that it follows the requirements. |

Additionally, due to the size of the team it was necessary that a member may be responsible for tasks outside his main field of focus. For instance, Afiz will be working on both the Diagrams and Models as well as review the documentation produced by Panos. In addition, Lukes’ work on the programming is directly related to the class diagrams, since the source code will implement what has been modelled in the Class Diagrams. Moreover, Panos, who is responsible for the documents keeps track of what has been and what needs to be completed.

Step 2: Task completion and review

Before each stage is implemented the reviewer checks that all the tasks have not deviated from their purpose and that are consistent with the necessary details. In case the reviewer finds inconsistencies, then he gets back to the member responsible with corrections and suggestions on how to improve.

Step 3: Successful delivery and support.

When the reviewers are satisfied with the results, then it is time for delivering the product to the client before the deadline. After the client has received the updated project it is important that we keep contact for any errors that were not noticed during the testing/reviewing phase and fix them, as well as, identifying the requirements for the next stage.

Following the above steps, we ensure that each member is aware of his responsibilities and what is expected of him regarding the coordination of the team. Of course, as mentioned previously, a member may deviate from his role and help other members if the workload is either large and/or complex, which is very helpful considering the relatively short deadlines and the size of the deliverables. Moreover, we encourage the members to discuss their tasks with the rest of the team, in order to have more input and ideas.