

Alterations

Below is a chronological list of changes made to documents since the beginning of Stage 3 (20190204). If a new planning document, template, or similar is made, or if a past document has been updated or otherwise revised (excluding this Revisions document), a note should be made here.

Entries should include the date the change was made, which document was modified, and a brief description of what was modified, if possible.

Revision History

Date	Document	Change Description
20190228	Work Assigned Log	<ul style="list-style-type: none">- Brought document up to date with current jobs issued to group members as it had been a while since the last update
20190227	Alterations	<ul style="list-style-type: none">- Reverse chronological order.
20190226	Quality-Assurance	<ul style="list-style-type: none">- Replaced all mentions of “chronological order” pertaining to logbooks with “reverse-chronological order”.
20190225	Decisions	<ul style="list-style-type: none">- Added note in Writing Documentation section on Git’s inability to handle merge conflicts within non-plaintext files (e.g. docx).
20190224	Minutes-template	<ul style="list-style-type: none">- Added new row to the table to keep a record of who took the minutes.
20190224	Disciplinary-Notice-Log	<ul style="list-style-type: none">- New document created for recording all disciplinary actions.
20190224	Written-Notice-template	<ul style="list-style-type: none">- New document created for issuing written disciplinary notice.
20190224	Decisions	<ul style="list-style-type: none">- Fixed various typographical errors<ul style="list-style-type: none">- Writing Documentation: point 1.1.3 removed due to duplication of point 1.1.7: “Concurrent altering of files”.- Storing Documentation: point 2.1.1 “Platform has already been set up”- Storing Documentation: Notes.- Scheduling: point 1.2.1.1 “each member’s Kent timetable”.

		<ul style="list-style-type: none"> - Timeline: Notes. - Added consideration of Microsoft Word and LaTeX in Writing Documentation section, updated notes accordingly. - Storing Documentation section: <ul style="list-style-type: none"> - Reworded point 1.2.1 to be more specific: "Inability to sync to local storage". - Integrated Development Environment section: - Added section in notes explaining reason for unifying choice of IDE within the company.
20190224	Revisions	<ul style="list-style-type: none"> - Updated name to Alterations.
20190224	Version Control	<ul style="list-style-type: none"> - Removed clauses to do with our archival structure that no longer apply, updated the reference to the revisions document by calling it the alterations document, added a clause for the storage of emails.
20190224	Quality Assurance	<ul style="list-style-type: none"> - Removed all instances of Google Drive and replaced them with the more generic phrase "our archive", removed large redundant sections in "Code" which are covered in our coding style guide and moved a rule pertaining to the storage of emails to our Version Control document. - Added a landscape clause for the format of our logs.
20190224	Meeting Regulations	<ul style="list-style-type: none"> - Added appropriate examples for leaving a meeting early and a clause for leaving when meetings are overrun.
20190224	Coding Style Guide	<ul style="list-style-type: none"> - Added clauses discussed during our 20190221 and 20190222 meetings, as well as clauses removed from other documents due to lacking relevance from those documents and added examples to a rule we felt was unclear.
20190224	Group-Policy	<ul style="list-style-type: none"> - Accountability section: <ul style="list-style-type: none"> - Reworded point 1: "Found by a majority of the company to have violated a policy" - Reworded point 3.3 to be more

		<p>specific: “Stated in the Worklog”.</p> <ul style="list-style-type: none"> - Removed “All members are required to respond with comment” section of point 3.5. - Group Regulations section: <ul style="list-style-type: none"> - Restructured and reworded point 1.2.1: “If the group leader has a conflict of interest”. - Communication with Client section: <ul style="list-style-type: none"> - Removed subpoints of point 5, due to guidelines already being in the Quality Assurance document. - Reviews section: <ul style="list-style-type: none"> - Reworded point 1.1.3: “If the file has been updated, then a brief description” - Reworded point 2 to be more specific: “in the updates-discussion channel on the Discord server”. - Timeline section: <ul style="list-style-type: none"> - Updated point 2.1 to include the Worklog. - Version control section: <ul style="list-style-type: none"> - Inserted new point 1: “Untitled Solutions documents will be stored in the untitledsolutionsdocs GitLab repository.” - Restructured and reworded point 2.1: “When a document is updated or otherwise modified”. - Reworded point 2.2 to refer to the Alterations document rather than the Revisions document.
20190221	Decisions	<ul style="list-style-type: none"> - Updated Storing Documentation section. <ul style="list-style-type: none"> - Added comparison between Google Docs and GitLab for document storage. - Noted that Untitled Solutions migrated to GitLab for document storage as of 20190214.
20190217	Migrated to GitLab from Google Drive	<ul style="list-style-type: none"> - None
20190217	Stage3-scenarios	<ul style="list-style-type: none"> - Use case scenarios updated.

20190217	Group-Policy	<ul style="list-style-type: none"> - Update to 'Tools being used' -> degree of flexibility to modifying .docx files in light of migration to GitLab. <ul style="list-style-type: none"> - See point 3.2 and sub point.
20190217	Group-Policy	<ul style="list-style-type: none"> - 'Tools being used' Mention of Git setup document. <ul style="list-style-type: none"> - See point 1.7.1.
20190217	Quality-Assurance	<ul style="list-style-type: none"> - Updated 'Code and comments' -> Use of code in documents. <ul style="list-style-type: none"> - See point 5
20190217	Group-Policy	<ul style="list-style-type: none"> - Updated 'Tools being used' -> Users are required to use IntelliJ IDE <ul style="list-style-type: none"> - See point 1.7
20190217	Version-Control	<ul style="list-style-type: none"> - Modified 'Document History' -> Removed clause of document names requiring dates.
20190217	Group-Policy	<ul style="list-style-type: none"> - Reviews -> Reflects more formal means of reviewing documents/files. <ul style="list-style-type: none"> - Point 2 updated - Point 3 removed
20190217	Group-Policy	<ul style="list-style-type: none"> - Accountability -> Clause added to 'Code of Conduct' section to enforce review of documents. <ul style="list-style-type: none"> - See point 3.5
20190217	Decisions	<ul style="list-style-type: none"> - Updated 'Storing Documentation' -> GitLab added as an option and notes modified to accommodate change. <ul style="list-style-type: none"> - See point 2 and subpoints.
20190217	Group-Policy	<ul style="list-style-type: none"> - Updated 'Tools being used' -> Added note about migrating from Google Drive to GitLab. <ul style="list-style-type: none"> - See point 1.2
20190217	Group-Policy	<ul style="list-style-type: none"> - Updated 'Communication methods' -> Use of 'updates-discussion' channel on Discord. <ul style="list-style-type: none"> - See point 1.4
20190211	Group-Policy	<ul style="list-style-type: none"> - Updated Version Control -> Document History section. <ul style="list-style-type: none"> - Added reference to Revisions document.

20190211	Version-Control	<ul style="list-style-type: none"> - Updated Document History <ul style="list-style-type: none"> - Altered in line with migration to GitLab.
20190207	Quality-Assurance	<ul style="list-style-type: none"> - Added point in “Code and Comments” about Java packages. <ul style="list-style-type: none"> - Classes should be placed in the appropriate package. - Classes for the “Yuconz” project should be placed in the “Yuconz” package.