

Quality Assurance

Below is a list of style guides and templates that should be used for documents and files made within Untitled Solutions to ensure consistency across the company. Failure to comply with these guides will result in files which are difficult to maintain, which may result in disciplinary action.

Contents

1. General
2. Dates
3. Naming Files
4. Meetings
 - 4.1. Meeting Minutes
 - 4.2. Meeting Schedule Announcements
5. Logbooks
 - 5.1. Work Log
 - 5.2. Absence Log
6. Communication with Client
 - 6.1. Email
7. Planning Documents
8. Code and Comments
9. Git Push Descriptions

General

1. When past documents are updated or otherwise modified, the archiving procedure specified in Version Control should be followed.
2. Unless otherwise specified, correct British grammar and punctuation should be used throughout all documents.
3. Documents should be typed in black text on a white Portrait background on A4-sized paper, for ease of printing.
 - 3.1. Logs are an exception to this, which are often in landscape format.
4. Default margins for documents should be 1 inch (2.54cm) from the top, bottom, left and right of the page.
5. Default line spacing for documents should be 1.15.
6. Document text should be left-aligned unless otherwise specified.
7. Instructions in templates should be written between pairs of square brackets [].
 - 7.1. Such instructions include prompts for information to be filled in.
 - 7.1.1. E.g. Dear [Client Name],
8. If a shortened version of someone's name is required, their Kent username should be used.
 - 8.1. In the unlikely event such username cannot be provided, a group decision should be made on an amendment to this clause.

Dates

1. Numeric dates in files must follow the YYYYMMDD format unless required by the client to be stored otherwise.

- 1.1. This format avoids the inherent ambiguity between the DDMMYYYY and MMDDYYYY date formats.
2. Dates written in text should follow the following format:
 - 2.1. [Date with suffix] [Month], [Year]
 - 2.1.1. E.g. 2nd February, 2019

Naming Files

1. All files should be given a name that clearly states the purpose of the document.
2. Time-sensitive documents should include the relevant date in numeric format at the beginning of the filename.
 - 2.1. This date should follow the numeric date format specified under Dates.
 - 2.2. This is for ease of viewing files in chronological order, as that is equivalent to sorting in alphanumeric order.
 - 2.3. E.g. Meeting minutes for a meeting held on the 28th January 2019 will be named 20190128-minutes.
3. If two distinct documents are made with the same name and timestamp, then they should be distinguished by appending a letter to the timestamp.
 - 3.1. E.g. Two meetings are held on the 28th January 2019, the minutes for the earlier meeting will be named 20190128a-minutes, while the minutes for the later meeting will be named 20190128b-minutes.

Meetings

1. Meeting Minutes
 - 1.1. Meeting minutes should follow the most recent minutes template specified under Templates.
 - 1.2. Meeting minutes should be placed within the Meeting Minutes folder of our archive.
 - 1.3. Meeting minutes names should follow the following format:
 - 1.3.1. [Numeric date meeting was held]-minutes
 - 1.4. While the initial draft of the minutes may be written in shorthand, the completed minutes should be written in language easily understandable by all members.
2. Meeting Schedule Announcements
 - 2.1. After a meeting is established, it should be announced on Discord in the meeting-schedule channel in the following two-line format:
 - 2.1.1. Meeting: [Day of Week] [Start Time]-[End Time], [Month] [Date with Suffix]
Location: [Building], [Room]
 - 2.2. E.g.
 - 2.2.1. Meeting: Fri 1730-1900, Feb 1st
Location: Templeman, Group Study Room 4

Logbooks

1. Work Log
 - 1.1. The Work Assigned Log can be found within our archive under Logbooks.

- 1.2. Updating the Work Log should be done by adding additional entries to the top in chronologically descending order.
 - 1.2.1. This ensures the most recently assigned tasks are at the top of the list.
- 1.3. Each entry in the Work Log should be given a unique ID. This will generally be the ID of the previous most recent entry incremented by one.
2. Absence Log
 - 2.1. The Absence Log can be found within our archive under Logbooks.
 - 2.2. Additional entries should be added in chronologically descending order, from most recent to oldest.
 - 2.3. Under the Notes column, the action taken by the company (if any) for the absence should be written.

Communication with Client

1. Written correspondence with the client should adhere to the following guidelines:
 - 1.1. It must use correct grammar and punctuation.
 - 1.2. Its contents should be written in a clear and unambiguous way.
 - 1.3. Care should be taken not to overwhelm the client with too many questions or details at once.
 - 1.4. Where particularly long correspondence is necessary, correct formatting as stipulated in the Quality Assurance document must be used so that it is relatively easy to process and manage.
 - 1.5. Where it is reasonably possible, the content of a message should be grouped into logically related sections.
2. Written communications with the client should be briefly reviewed by the group, if time allows, to reduce ambiguities and ensure the relevance of the communication to the project being undertaken.
3. Email
 - 3.1. The most recent relevant Email template should be used, if appropriate.

Planning Documents

1. Planning documents should follow the US Document template under templates.
2. Planning documents should start with a left-aligned title in 20pt Arial, and use Arial throughout for consistency.
3. Where rules, policies or guidelines for multiple distinct cases are mentioned, a subtitle in 14pt Arial should be included as a separator between sections.
 - 3.1. It is recommended that a section at the beginning of the document list its contents if the document consists of many sections.

Code

1. The following guideline document is for Java-style programming languages.
 - 1.1. If another language is used, then a meeting should be held to decide on guidelines for that language. Those guidelines should attempt to follow similar conventions, if possible.
2. Follow the guidelines outlined in the Coding Style Guide.
3. If the guidelines would interfere with the ability of the code to function at any point, function shall take precedence.

- 3.1. However, this should be noted and brought up for review.
- 4. Code in documents
 - 4.1. In the event that code is required to be detailed in documents, members should adopt the following guidelines.
 - 4.1.1. 10pt Courier New
 - 4.1.2. Coding style must follow examples from 'coding style guide' document.

Git Push Descriptions

- 1. For rules on usage of GitLab, see the Version Control document.
- 2. When a push is made to the Untitled Solutions GitLab, a description of the file should be included.
- 3. This description should include the following details:
 - 3.1. A brief summary of changes made since the previous version.
 - 3.2. A list of notable unit test results.
 - 3.2.1. Notable test results include test failures and successes where the previous version had failed that test.
 - 3.3. Any additional descriptive notes deemed necessary by the individual doing the push.