QA Content Checklist

08/10/2014

Ben McGregor

CO600: JustHealth
Supervisor: Yang He

QA content checklist should be completed for each document throughout the project; it should then be signed off by both the QA manager and the document author.

Details

Title:	Group meeting agenda/minutes		Date:	21/06/2014 – 23/03/2015
Author:	Charlotte Hutchinson			
Type:	(X) Documentation	( ) Code	Iteration:	All
Description:	*Document outlining the agenda and minutes raised in meetings throughout the development of the JustHealth application.* *There is a new document for every iteration throughout the project, these versions were created in the JustHealth Monday morning meeting and in meetings with Yang He on Friday mornings.* ***This content check has been performed on all minutes throughout the project, including group meetings and supervisor meetings.***			
Project folder:	( ) Research	( ) Scope	( ) Requirements	
	( ) Planning	( ) Design	(X) Meetings	
	( ) Legal	( ) Risk Assessment	( ) Document Templates	
(X) *Iteration Specific*	( ) Review	( ) Testing	( ) Tracking	

Standards *(Add comments if necessary)*

Cover Sheet	( )	N/A
Styles/Formatting	(X)	
Table of Contents	( )	N/A
Page numbering	( )	N/A
Spelling/Grammar	(X)	
References	( )	N/A
Appendices	( )	N/A

Code

Comments	( )	N/A

Quality Assured

Title	Signature	Date:	30/03/2015
Author	CH		
QA Manager	BM		