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| [Version 1.0]  **Last saved by: Ben McGregor**  **Last saved on:** 08/10/2014 |

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| 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

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| **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)

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| **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

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| **Comments** | ( ) | N/A |

## Quality Assured

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