

## Code reviews

Documents will be reviewed as a group when they are submitted and at the beginning of each stage. Members of the group will sign indicating they accept the contents.

Software updates will be committed to the gitlab repository and then each member of the group will be able to check over updates. During pair work only the active pair of programmers will need to confirm the updates; but when the pair changes the previous pair will need to confirm updates with the new pair; to make sure all the programmers are on the same page. The pair will also update the Gantt chart so that what needs to be done and what has been done is kept up to date and each set of paired programmers can review code quality and that work is on schedule.

When Code reviews are being completed the 'QA Quality plan' document will be consulted to make sure that we are maintaining the precedent we have established.

### Group meeting:

During our group weekly meetup session we will review our group's actual progress compared with planned progress and adjust our programming pairs and workflow accordingly. The agenda will be updated as well as what actions have been completed in the minute sheet for all members to view. The agenda will help keep all members of the group with a focussed view and well aware of what the most important tasks to complete are. The client will be consulted as to make sure the provided tasks are as required and there are no misunderstandings.