**Roles:**

* Reviewer – person reviewing the code.
  + This person is responsible for checking the code and identifying issues. Differences in individual style should only be addressed if it violates one of the following:
    - Conformance to coding standard
    - Conformance to design
    - Clarity
    - Errors
  + If issues are identified, they should be pointed out (verbally or in writing) to the code owner. Solutions are the responsibility of the code owner (reviewee) not the reviewer.
* Reviewee - person who wrote (owns) the code.
  + This person is responsible for walking the reviewer through the code. A suggestion for how this can be done is:
    - Introduce the reviewer to the individual files (a brief description of what each is responsible for)
    - Introduce the externally visible interfaces
    - Walk through the code (all or just the critical sections)

**Reviewer’s Checklist:**

|  |  |  |
| --- | --- | --- |
| **Items** | **Status(Y/N)** | **Comments** |
| **Interfaces** | | |
| * Are they, specified by the design | Y |  |
| * Naming convention (coding standard) | Y |  |
| * Capitalization (coding standard)   + Interface   + Parameters | Y |  |
| * Comments (coding standard) | Y |  |
| **Files** | | |
| 1. File names (coding standard) | Y |  |
| 1. Comments (coding standard) | Y |  |
| 1. Organization (coding standard) | Y |  |
| **Body of Code** | | |
| * Declarations (coding standard)   + Capitalization   + Naming convention (i.e. for global variables)   + Comments (coding standard)   + Meaningful names | Y |  |
| * Comments (coding standard)   + Function header   + Block   + Single line   + Training | Y |  |
| * Declarations (coding standard)   + Single line   + Initialization   + Placement | Y |  |
| * Statements (coding standard)   + Single line   + Compound   + White lines | Y |  |
| * Blank spaces | Y |  |
| **Other concerns** | Y |  |