

# Review process document

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*Date: 01/02/2020*

The purpose of this document is to provide an overview of the different phases of the Yuconz project review cycle. This encompasses the informal phase of the Google Doc reviews and Gitlab issues, as well as the continuous progress reviews (introduced for stage 3 onwards) and the End of Stage reviews.

## **Google Doc reviews (Informal review phase)**

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The first phase that will allow for project work to be reviewed, will be the informal collaboration of Google Doc working and editing between group members. Whilst this phase won't be documented or recorded, it will allow group members to review each other's work and progress, as well as allowing any other team members to make edits, improvements and to potentially provide suggestions. This phase will also allow for work progress to be seen and monitored by the entire team, which will provide a clearer insight into the overall project progress. Moreover, the use of Google Docs collaborative working ability, also provides several benefits regarding remote working (team members won't be required to physically meet in person as regularly).

## **GitLab reviews (informal ongoing review phase)**

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The second phase of reviewing (that will only take place for code reviews) is the use of GitLab issues. Through assigning tasks using GitLab (see Version Control document for more details), comments can be posted for any issue (by any member of the project team) thus allowing others to provide comments, recommend improvements and potentially fix any bugs or errors that are prevalent. Through reviewing the code using GitLab, it can be checked before it is merged into the full project (preventing potential bugs from entering the entire working code). GitLab issues and tasks will be assigned, raised, reviewed and evaluated at each of the physical group meetings.

## Progress reviews (ongoing review phase)

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In response to feedback based upon the project team's stage 2 review documentation, a new phase of continuous review will now occur (for all project stages, from this point onwards). These progress reviews will now occur at all physical (face-to-face) meetings held by the group.

Review no.	Stage	Date of Review	Review
1.	3	08/02/2020	<a href="#">ProgressReview1</a>
2.	3	11/02/2020	<a href="#">ProgressReview2</a>
3.	3	14/02/2020	<a href="#">ProgressReview3</a>
4.	4	22/02/2020	<a href="#">ProgressReview4</a>
5.	4	25/02/2020	<a href="#">ProgressReview5</a>
6.	4	27/02/2020	<a href="#">ProgressReview6</a>

## End of Stage reviews (Final review phase)

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The final phase of the Yuconz project review phase, will take place during the final meeting of each of the project phases. During the final meeting, all members of the project team will assist in evaluating all of the work from that project stage, as a means of ensuring that it meets the client requirements. The software testing document and acceptance tests (if applicable for that stage) will also be used during these final review meetings. The below table provides a hyperlink to the associated document page, with which that end of stage review belongs to.

Stage 2 review	Stage 3 review	Stage 4 review	Stage 5 review
<a href="#">Review 2</a> (02/02/2020)	<a href="#">Review 3</a> (16/02/2020)	<a href="#">Review 4</a> 01/03/2020)	Review 5

## Progress review 1 (08/02/2020)

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Task reviewed	Assigned to	Reviewed by	Meets the criteria? (Y/N)	Review notes
Quality assurance document amendment	Jamie Knott	Sam Prowse	Y	The QA document was changed correctly, in accordance with stage 2 feedback.
UML class diagrams	Aum Desai	Jamie Knott	Y	The UML authentication class diagram appears to meet the specified criteria.
Version control document amendment	Jamie Knott	George Daskalakis	N	The Version control document made some appropriate changes, but still needs to include specific details about the use of Git.
Meeting minutes	Sam Prowse	Aum Desai	Y	The meeting minutes from our most recent meetings, met the new meeting requirements (set from stage 2 feedback).
Review documentation	Jamie Knott	George Daskalakis	Y	The review documentation has accurately been updated to reflect our new progress reviewing policy.

## Progress review 2 (11/02/2020)

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Task reviewed	Assigned to	Reviewed by	Meets the criteria? (Y/N)	Review notes
Junit test documentation	George Daskalakis	Aum Desai	N	The Junit test cases are too rudimentary and aren't yet accurately testing the functionality.
Task schedule documentation amendments	Jamie Knott	George Daskalakis	Y	The task schedule document has been changed appropriately (based on feedback), and it accurately represents our project schedule.
Gantt chart for stage 3	Sam Prowse	Jamie Knott	N	The Gantt chart is almost complete, it just needs additional formatting (to make it look consistent to our stage 2 Gantt chart).
Meeting minutes	Sam Prowse	Aum Desai	Y	The meeting minutes are in the correct format, with no changes needed.
Version control document	Jamie Knott	Sam Prowse	Y	The necessary changes were made to the document and now has more detailed specifics.

## Progress review 3 (14/02/2020)

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Task reviewed	Assigned to	Reviewed by	Meets the criteria? (Y/N)	Review notes
Java source code first draft	Aum Desai, George Daskalakis	Jamie Knott, Sam Prowse	N	The initial draft is to a high standard, but parts of it do not accurately reflect the UML class diagram.
Criteria document	Jamie Knott	Aum Desai	Y	The criteria document meets the requirements and appears to adequately summarise our stage 3 submission.
Junit test documentation	George Daskalakis	Jamie Knott	Y	The Junit test cases have been improved upon, and appear to match the necessary requirements.
Gantt chart for stage 3	Sam Prowse	George Daskalakis	Y	The Gantt chart has now been improved and now matches the stage 2 Gantt chart.
Meeting minutes	Sam Prowse	Aum Desai	Y	The meeting minutes from the latest meetings, are correct and to a high standard.
Software testing document	Jamie Knott	Sam Prowse	Y	The software testing document has been improved upon (since stage 2) and it now better meets the requirements needed.

## Progress review 4 (22/02/2020)

Task reviewed	Assigned to	Reviewed by	Meets the criteria? (Y/N)	Review notes
Task schedule amendment	Jamie Knott	Sam Prowse	Y	The task schedule document was amended correctly (with all the appropriate stage 4 tasks now displayed).
UML class diagram	Sam Prowse, George Daskalakis	Aum Desai	Y	The class diagram meets the requirements of the specification and doesn't require any further work.
Meeting minute taking (from last meeting)	Sam Prowse	Jamie Knott	Y	The meeting minutes are in the correct format and are satisfiable as a meeting record (adequately describing what was discussed).

## Progress review 5 (25/02/2020)

Task reviewed	Assigned to	Reviewed by	Meets the criteria? (Y/N)	Review notes
Java source code (first draft) for personal details	George Daskalakis, Aum Desai	Sam Prowse	Y	The first draft is decent, and to a high standard, though has definite room for improvement (for the second draft).
Junit test cases	Sam Prowse	Aum Desai	N	Some of the test cases are ok, but many of the tests aren't sufficient for testing the functionality (needs improvement).
Java source code amendments (for authentication)	George Daskalakis, Aum Desai	Jamie Knott	Y	The necessary changes/improvements made to the code are sufficient to better meet the requirements.
Meeting minute taking (from last meeting)	Sam Prowse	Jamie Knott	Y	The meeting minutes are in the correct format and adequately describe what was discussed.

## Progress review 6 (27/02/2020)

Task reviewed	Assigned to	Reviewed by	Meets the criteria? (Y/N)	Review notes
Java source code (for personal details) second draft	George Daskalakis, Aum Desai	Jamie Knott	Y	The second draft of the code has improved functionality and is very close to being complete.
Java source code amendments (for authentication)	Aum Desai, George Daskalakis	Sam Prowse	Y	The amendments have improved the use of inheritance, tidied up portions of the code and is an improvement of our submission from stage 3.
Junit test cases (improvements)	Sam Prowse	George Daskalakis	Y	The Junit test cases have now been improved upon, and are sufficient to meet the testing requirements for the stage.
Documentation amendments	Jamie Knott	Aum Desai	N	The documents have been amended appropriately, however, the documents must each be saved as a PDF and should be of the same format.
Gantt chart for stage 4	Jamie Knott	Sam Prowse	Y	The Gantt chart is correct, and it meets the standard format of our previous two Gantt charts (for stages 2 and 3).



## End of Stage 2 review (02/02/2020)

Task name	Task completion date	Finished? (Y/N)	Notes	Extension date (if applicable)
Review document	23/01/2020	Y	The review document was finished by the expected date.	N/A
Quality Assurance and consistency document	25/01/2020	Y	The QA document completion date was extended by two days, due to overlying deadlines.	27/01/202
Software testing document	25/01/2020	Y	The software testing document was finished by the expected date.	N/A
Risk assessment document	26/01/2020	N	I It was decided that the Risk document was unnecessary for this stage of the project.	N/A
Class diagram (UML) and modelling	30/01/2020	Y	The class diagram completion date was finished by the expected date.	N/A
Communications Document	30/01/2020	Y	The communications document was finished by the expected date.	N/A
Version control document	01/02/2020	Y	The Version control document completion date was extended by a day, due to overlying deadlines.	02/02/2020
Criteria document	01/02/2020	Y	The criteria document was finished by the expected date.	N/A

## End of Stage 3 review (16/02/2020)

Task name	Task completion date	Finished? (Y/N)	Notes	Extension date (if applicable)
Amendments to stage 2 planning documentation	14/02/2020	Y	The amendments to the stage 2 planning documents completion date was extended by two days.	16/02/2020
UML class diagram/s changes and improvements	08/02/2020	Y	The UML class diagram changes were completed by the expected completion date.	N/A
Java Unit Tests	10/02/2020	Y	The Java Unit tests completion date was extended by one day.	11/02/2020
Java source code implementation (authentication)	16/02/2020	Y	The Java source code (for the implementation) was completed by the expected completion date, and any problems were rectified, since the last progress review.	N/A
Criteria document for stage 3	16/02/2020	Y	The Criteria document was completed by the expected completion date.	N/A

## End of Stage 4 review (01/03/2020)

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Task name	Task completion date	Finished? (Y/N)	Notes	Extension date (if applicable)
Meeting minutes (ongoing)	30/02/2020	Y	The minutes for every meeting were adequately documented and recorded.	N/A
UML Class diagram (for personal details)	22/02/2020	Y	The UML class was finished and reviewed by the expected completion date.	N/A
Java source code (for personal details) <b>first draft</b>	25/02/2020	Y	The Java code (personal details) first draft was completed and delivered by the expected completion date.	N/A
Junit test cases	25/03/2020	Y	The Junit test cases were extended by two days, but they now satisfy the requirements.	27/02/2020
Java source code amendments (for authentication)	27/03/2020	Y	The Java (for authentication) code amendments were completed by the expected completion date.	N/A
Java source code (for personal details) <b>second draft</b>	27/03/2020	Y	The second draft of the code (for personal details) was finished by the expected completion date.	N/A
Documentation amendments	01/03/2020	Y	The documentation amendments were extended by two days.	01/03/2020
Java source code (for personal details) <b>final draft</b>	01/03/2020	Y	The final draft of the java code (for personal details) was completed by the expected completion date.	N/A
Criteria document	01/03/2020	Y	The criteria document adequately describes our deliverables for stage 4.	N/A