StudyMate – AI Powered Advanced Quiz Creator

Project Policy Document

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1. Introduction

This document outlines the key policies governing the **StudyMate** project. These policies ensure effective collaboration, consistent practices, and high-quality deliverables throughout the project lifecycle.

2. Purpose

The purpose of this policy is to:

- Establish clear expectations for all team members.
- Define processes for development, communication, and issue resolution.
- Promote accountability and maintain project standards.

3. Scope

This policy applies to:

- All project contributors, including developers, testers, and stakeholders.
- All activities related to design, development, testing, deployment, and maintenance.

4. Communication Policy

- All communication should be professional, clear, and documented.
- Primary channels:
  - Email for formal updates and decisions.
  - Instant messaging (e.g., Slack, WhatsApp) for daily coordination.
  - Weekly meetings for progress reviews.
- Major decisions must be recorded in meeting minutes or shared documents.

5. Code Management Policy

- All source code must be stored in the designated Git repository.
- Commits should be frequent and include descriptive messages.
- Feature development must occur in separate branches.
- Merges to the main branch require peer review and approval.

6. Testing Policy

- Each feature must be tested against defined test cases before marking as complete.
- Unit, integration, and system tests are mandatory.
- Test results must be documented and shared with the team.
- No code is considered complete until it passes all relevant tests.

7. Documentation Policy

- All modules and components must be documented.
- Documentation should be updated when changes occur.
- User guides and technical references must be maintained throughout the project.

8. Issue and Risk Management Policy

- All issues and risks should be logged in the issue tracking system.
- Issues must be assigned an owner and priority level.
- Critical issues must be escalated to the project manager immediately.

9. Security and Confidentiality Policy

- Sensitive data such as credentials, personal information, or proprietary files must be securely stored.
- Access to production environments is restricted to authorized personnel.
- Team members must not share confidential project information with external parties.

10. Compliance and Review

- All team members are expected to comply with these policies.
- The policies will be reviewed periodically and updated as necessary.
- Non-compliance may result in corrective action or removal from the project team.