2.) SQA Tasks

* Description of SQA Task 1
  + The team will meet with Sargon Partners every other week to adjust requirements if need be. Every week, the lead software engineer will match the software to the current design requirements agreed upon at meetings. This process will help ensure that the software development will be handled correctly. The weekly checks will consist of matching the requirements to individual segments of code and assessing their correctness.
  + Work Products and Documentation for Task 1
    - As a result of Task 1, internal meeting minutes will be taken during meetings and reviewed at internal meetings. The meeting minutes serve as a solid baseline for our team meetings.
* Description of SQA Task 2
  + The design lead will develop initial mockups for the 8\* individual pages that the website is required to have. Two pages of mockups must be finished for each meeting with our clients to assess correctness and make potential changes to better fit the overall requirements. The lead will distribute the work evenly between group members and hold individual meetings to address small issues and keep the design unified.
  + Work Products and Documentation for Task 2
    - As a result of Task 2, the rough drafts/mockups will be saved in our design requirements appendix.
* Description of SQA Task 3
  + Each group member will have to periodically go through the website to perform reliability testing. Individual use should help our team find the smaller, potentially lower priority, errors early on. Performing periodic testing throughout the life of our project will help ensure we can mitigate problems closer to when they arise. Each member will be responsible for checking new functionality, along with existing functions.
  + Work Products and Documentation for Task 3
    - As a result of Task 3, a short report will be written for our client meetings. The reports will cover issues found, their priority, and resolution. The reports will be collected in a defect log.
* Standards, Practices, and Conventions
  + Documentation Standards: Whenever applicable, documents will all follow the same format and layout. This layout was predetermined by our group before the project began.
  + Coding Standards: Standard AWS RDS naming conventions and format will be followed for the database. HTML/CSS standards will be upheld for the website creation.
* SQA Resources – Tools, Techniques, and Methodologies
  + Eclipse IDE – Java testing and development
  + Visual Studio Code – HTML testing and development
  + Visual Studio Community – C# testing and development
  + AWS RDS – database development and testing
  + Microsoft Azure – database development and testing
  + Figma – page design mockups
  + Google Drive – collaborative document management