



Real-time bridge monitoring Team policy - Bug reporting

Version 1.1

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Team policy - Bug reporting	Date: 2013-10-24

Revision History

Date	Version	Description	Author
2013-10-24	1.0	Initial Draft	Marko Brcic
2013-10-31	1.1	Bug managing and reporting	Marko Brcic

Real-time bridge monitoring	Version: 1.1
Team policy - Bug reporting	Date: 2013-10-24

1. Introduction

1.1 Purpose of this document

The purpose of this document is to define the team policy for bug reporting

1.2 Document organization

The document is organized as follows:

- Section 1, *Introduction*, describes contents of this guide, used documentation, intended audience, scope of the document and definitions and acronyms.
- Section 2, *Bug managing and reporting*, describes the guidelines for managing and reporting bugs through Github issues

1.3 Intended Audience

The intended audience are team members:

- Andrea Bottoli
- Dzana Kujan
- Lorenzo Pagliari
- Nikola Radisavljevic
- Jörn Tillmanns
- Fifo Miraldi
- Marko Brcic
- Ghazal Shojaee
- Elisabetta di Nitto

1.4 Scope

This document addresses the guidelines that need to be followed in the process of bug reporting. It talks about the type of dashboard where team members should write the description of the bug that happened.

1.5 Definitions and acronyms

1.5.1 Definitions

Keyword	Definitions

1.5.2 Acronyms and abbreviations

Acronym or abbreviation	Definitions

1.6 References

Real-time bridge monitoring	Version: 1.1
Team policy - Bug reporting	Date: 2013-10-24

2. Bug managing and reporting

When bug is encountered one should first try to resolve it. If after a short period of time, one doesn't succeed, bug reporting should be carried out correctly:

1. The task should be made as Github issue
2. The task should be assigned with label "bug"
3. If one knows which team member was responsible for developing the part of code that produced the bug, he should assign that team member to that issue.

Team members should periodically look at the list of tasks that are bugs and are not assigned to anybody to try to recognize that the bug was supposed to be assigned to them. If they find such a task, they should do the following:

1. Assign the task to themselves
2. Try to solve the bug
3. If they don't succeed to solve the bug in a short period of time, they should ask for help from the other team members

Real-time bridge monitoring	Version: 1.1
Team policy - Bug reporting	Date: 2013-10-24

3. List of Tables

Table 1. Caption for table. Style is “Caption”. Use menu Insert – Caption. Left indent is 0,75 cm from left margin.....5