

## Reviews

All code will be reviewed against the criteria stated in the 'QA Quality Plan'. During pair work, only the active pair of programmers will need to review their code against the guidelines. When the new pair swaps in and writes their code, they must take care not to break the standards implemented by the previous pair, and they must also review each other's work against the criteria. Once all of the code has been written for the stage, pairs will review each other's work and look for any inconsistencies. If an inconsistency is found during a face to face meeting, the member will confer with the pair who wrote the code and work to solve the issue. If the inconsistency is found remotely, it can be noted on the 'Issues' list on gitlab.

An assigned group member will review the project documents to ensure that they are consistent with the format set out in the 'QA Quality Plan'. The assigned member will change with each stage. A 'Document Reviews' document will be maintained to monitor the issues and changes to the documents.

Software updates will be committed to the gitlab repository and then each member of the group will be able to check over updates. During pair work only the active pair of programmers will need to confirm the updates; but when the pair changes The pair will also update the gantt chart so that what needs to be done and what has been done is kept up to date and each set of paired programmers can review code quality and that work is on schedule.

### Group meetings:

During our group weekly meetup sessions every member will report to the minute-taker about the status of the previously assigned tasks. This will be documented in the 'actions review' part of the minutes sheet. We will review our group's actual progress compared with planned progress and adjust our workflow accordingly - this will be documented on our GANTT chart(s).

### The clients:

The client will be consulted as to make sure the provided tasks are as required and there are no misunderstandings.