## Documentation Standards

To ensure consistent and correct documentation occurs in all phases of the project, we have a role called “Documentation”. This role is assigned to one individual who is responsible for maintaining the documentation throughout the current iteration. This role is kept through the entirety of the project and will rotate among team members.

Currently, this role includes: documenting all meeting notes, posting them to the repository, ensuring that the repository folders are kept orderly, and creating meeting agendas. However, the PowerPoint document and the Iteration reports are the responsibility of all team members. They are a group effort where each member contributes.

The template for the Iteration reports were selected by the group and is the template we will use for all iteration reports. The meeting notes format has had minor changes in layout, but the general format has been consistent; noting start and end time, brief mention of topics discussed and details about the discussion of each topic.

## User Interface Guidelines

The guidelines for our user interface were developed with our target demographic in mind. We are focusing on easy to see text, large buttons, and minimal side content. The site will be as easy to use as possible, while still providing extensive features.

The consistency of the website will be accomplished by using minimal templates, and reusing the basic ones (such as navigation bar at top of page) on each page. This will allow the user to be comfortable navigating each page of the site, as the key buttons/links will be in the same place no matter where they are on the site.

Since we are developing a site with a senior demographic in mind, we must assume that internet familiarity is minimal. Even more, we must assume that a significant portion of the users will have at least moderately impaired vision. These two assumptions have significantly shaped our user interface guidelines. They are the driving reason behind large buttons, large text and minimal unnecessary content.