**Quality Assurance practices**

We used Quality Assurance templates enabling us to have a better control over the Quality of the final product.

These templates consisted of documents and processes like Quality Assurance plans, Quality control checklists, Prototyping, Implementing a SCRUM development process, Testing and finally Project management plans.

**Quality Assurance plan**

A Quality Assurance plan as defined by USGS “ A QAP is used in order to define the criterias and processes that will ensure and verify that data/projects meet specific project-quality objectives throughout the project timespan.

**Quality Control Checklists**

A Quality Control Checklist consists of a series of goals or objectives that the project is required to meet in order to be considered completed. Think Definition of Done manifesto.

**Prototyping**

Prototyping the process of creating physical representation of an idea. In the case of this TQM robotics UWB project different project variations can be completed to show our progress as we improve upon the project.

**Implementation of SCRUM**

As a team we implemented SCRUM into our project Development. Consisting of sprint planning, Sprints and sprint retrospectives we break the project down into timed chunks and develop and review our progress as we go about development.

**Testing**

The Testing stages of the development cycle can consist of unit testing, integration testing and acceptance testing. Each Form of testing ensures that we as a team are meeting our objectives during each sprint cycle.

**Project Management Plans**

The Project Management Plan consists of a wide array of documents that assist us in our development cycle. Risk Registers and Issue Logs are documents where as a team we theorise any issues that may occur or have occurred based on past experiences. Milestone Reports are documents where we update each milestone each member of the project team has achieved during development. Finally the Project schedule is the project that sets where we ideally achieve each step of our project development (When each sprint begins and ends, When we finish the project, Set meeting schedules etc).

**Other Quality Assurance practices.**

The team meets at least once a week (primarily on a tuesday) in order to keep up to date with each other's progress as well as delegate new documents and development branches to work on. We Also have meetings with our team mentor Cheryll generally on a saturday morning whilst also having meetings with our Client Charles in order to keep him up to date as well as get feedback on the development so far.