**Inspection Moderator’s Checklist**

**For the meeting 9-25-14**

***Things to Bring to the Inspection Meeting***

* One copy of Design Document.
* Laptops and enthusiasm to learn.
* Proper forms and templates that will be filled out

***At the Start of the Inspection Meeting***

Perform introductions if participants do not all know each other.

Identify the author and the individuals performing the reader and recorder roles.

* Discuss priorities and arrange a reading order.
* Discuss any questions from previous meeting.
* Gather proper templates and resources to perform job function.
* Establish goals for the end of the meeting.
* Begin reading where previous left off.
* Establish some bugs that can be logged.
* Address the testability of the design.
* Discuss what each team member will be in charge of tracking.

***At the End of the Inspection Meeting***

* Lead the team to a product appraisal and record it on the inspection summary report.
* If the appraisal was “accept conditionally,” determine who will do follow-up verification, and write his or her name on the inspection summary report.
* Agree on next meeting time.
* Record the actual pages or lines of code inspected.
* Collect lessons learned from this inspection.
* Remind inspectors to pass their typo lists to the author before they leave.
* Record the meeting time on the inspection summary report.
* If a separate action items list was generated, deliver it to the appropriate individual(s).
* Make sure everyone in the group knows their job functions for the assignment.

***After Rework is Completed***

* Get the actual rework time, the total number of major and minor defects found, and the number of major and minor defects corrected from the author.
* Record the rework time on the inspection summary report.
* Give the inspection summary report and the summary defect metrics to the peer review coordinator.
* If the coordinator needs defect details to enter into the inspection database, also give him the issue log.
* Sigh!

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