**QUALITY DOCUMENT**

**Work Related Things (Written Work)**

* All work will have a standard version numbering system (1.0, 1.1, 1.11 etc.).
* The standard formatting of all documents will be font Arial size 12.
* All text must be in black.
* Line spacing for written reports should be line and a half.
  + The exception to this is between paragraphs where two lines should be left.

**Work Related Things (Coding)**

* The standard formatting of all written code will be .
* Lines of code to be no longer than 80 characters in length.
* One such standard will be that all code will have suitable comments within it, sufficient that a non-programmer could understand what the code is doing at each stage.
* Java doc comments to be used for all classes and methods
* 4 spaces to be used for indentations
* Braces have their own line
* Git to be used for versioning

**Work Related Things (Diagrams)**

* Diagrams will have correct notation (UML)
* ERD will be done using crows fleet notion