Dear SQAs, thank you for volunteering and these are some guidelines in "**how to**" script

1. SQAs, you are the ones to call and conduct **Review Meetings**. The first one is for the **RED TEAMS DELIVERABLES**. The others, **PURPLE TEAMS DELIVERABLES**, etc., are in the **BB Calendar**.  
  
2. Please **BB email** to your TEAM5O**IE**S members the **Date**, **Time**, **Place**, and **Agenda**. **Please CC the TA and myself**.  
  
3. I am attaching a suggested template for the Review Meeting that you are to **turn in with** the **RED TEAMS DELIVERABLES**.  
  
4. Software Quality Assurance is essential to every software development process. SQA improves development to deployment time, reduces the number of incomplete or missed deadlines, and reduces time spent on making sure that requirements, analysis, design, code, and documentation look the same by ensuring consistency without doing it all manually. Using SQA Review Meetings to evaluate that guidelines have been met before advancing in the development process is essential. Also, Review Meetings can be used to show stakeholders that continuous progress is being made on a project.  
  
5. The **RED TEAMS DELIVERABLES** need to be reviewed - first **increment** (this suggests that the **RED TEAMS DELIVERABLES** might be **iterated** over during the **PURPLE TEAMS DELIVERABLES** as per the feedback you will get from me). The meeting should be **to the point** and last **at most one hour**. During the meeting the TMs that might be responsible for changing the deliverable can do it on the spot in SVN.

Please check with your DBAs and TMs for availability and call the first meeting, I suggest 3-4 days before the **RED TEAMS DELIVERABLES** date.  
  
The second round, **PURPLE TEAMS DELIVERABLES**, will give you more experience in this ROLE. Please customize the **SQA Meeting Checklist.doc**, especially in the areas in YELLOW.

Thank you,  
  
Dr. H