

Reviewing and Quality Guide

Reviewing

Reviewing documents will be an important part of the development process. The purpose of reviewing documents is to give feedback on work, develop improvements to solutions and give constructive criticism.

The general structure our group will follow in order to ensure that documents are reviewed is as follows:

A member creates a file or document and uploads it to GitLab. The remaining members go onto GitLab and read the work. Each remaining member will write up a short, and concise entry in the relevant Issue regarding what improvements could be made, and overall constructive criticism. At the following meeting, the piece of work and notes will be discussed openly between group members and any changes that are agreed on will be made. This method ensures that all pieces of work are not only to a high standard, but incorporate all members ideas.

This method will be carried out for all pieces of work created and uploaded to GitLab.

To indicate that a file has been submitted and that the reviewing process has taken place, we will use the Issue and History features of GitLab. With these we will be able to monitor how many versions of a file exist, what the latest version contains and whether or not it is the final version ready for submission.

Quality assurance

As mentioned, quality assurance will be enforced by a general structure put in place by the group. It will consist of reviewing each piece of work by every other member of the group (not including the author), and writing notes for improvement and constructive criticism. From there all notes of improvement will be implemented by the original author and the piece will be uploaded to GitLab once more. This process will repeat until the group are satisfied with the quality of the work.

To ensure the quality of the groups work is at its best, we will all follow a few general guidelines when producing work. These include:

- Using TAB instead of SPACE to indent code.

- Using the font 'Courier New'.
- Using a font size of 12.
- Headings should be font size 16 and left aligned.
- Document titles should be font size 20 and centred.
- Document version date on top right of page (Header).
- Document page number on bottom right of page (Footer).
- All dates in the format DD/MM/YYYY.