

# 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 member's 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.

-: Further Notes on Code

Since all documents are review by group members before handing in we can assess whether or not we believe our format to be consistent. This is one of our main sign off procedures.

Classes, methods, among other things which are named should be ideally named and well laid out. e.g. code is not bunched together if they do not need to be so it can be easily read. Related code e.g. same type or part of something. Can be NEATLY bundled together.

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We have increased the discussion about our code, we are now making sure that we can understand each other's code. A number of issue were resolved using our increase frequency of checking in with one another. We have also not only solved issues using this but we have improved code by getting rid of things that we believe we do not need. Andrew noticed that my GUI stuff had a bunch of code referencing GUI were it did not need to. This was useless code and it made it so I had to create objects. I got rid of the old code and this have improved the quality of my classes overall.

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As said in other documents, our level of communication has improved drastically and thus we are able to discuss and review each other's work effectively. We made sure that all feedback was honest and relevant. We are all able to see each other's code on gitlab which makes it every easy to see new additions to the project and whom it was created by. In sort, currently our reviewing and quality methods are excellent and we believe that it is a big improve since we started this project.

Andrew recently managed to cut away around 8 classes and reduce and improve the code into a single class.