

Guideline for the Inspection Meeting

What to do?	Purpose and requirements
1. Choose one person to be the moderator of the meeting.	<ul style="list-style-type: none"> The moderator should be the head of the meeting and log faults in the inspection records The moderator is responsible for this guideline is followed
2. Log the clock time	
3. Use the provided capture-recapture estimation, the individual estimations and agree upon an estimation of the <i>max, most probable and min number</i> of faults left.	<ul style="list-style-type: none"> Fault content estimation
4. Log the clock time	
5. Compose the faults found and try to find new faults	<ul style="list-style-type: none"> Compose faults Detect faults
6. When a fault have been discussed, mark it in the individual inspection record. If considered to be a fault, log each persons' fault number in the meeting record.	<ul style="list-style-type: none"> All faults shall be logged in the meeting record, i.e. the faults that have been found by one, two or three persons In the meeting record, it shall be possible to trace all faults to the individual inspection records
7. When detecting a new fault, describe the fault and log information about the fault in the new inspection record	<ul style="list-style-type: none"> Log new faults
8. Log the clock time	
9. Agree on a new subjective estimation of the <i>max, most probable and min number</i> of faults left.	<ul style="list-style-type: none"> Detect faults in the design document
10. When finished: <ul style="list-style-type: none"> hand in all material used answer questionnaire 2 and hand in 	<ul style="list-style-type: none"> You are finished when all faults have been discussed or the time is up

- The textual requirements are assumed to be correct, i.e. if the requirements and the design do not correspond, the fault is in the design.
- Discussions are only allowed between group members.
- Take a break whenever you, but remember to log the clock time.

Thank you very much for your participation!