

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!