

Code Review Checklist

- 1 Tech Lead Selects Classes/JSP/etc pages
 - 1.1 Approximately 3-5 classes
 - 1.2 Code review should happen once per week per developer
- 2 Tech Lead tags the files in CVS
 - 2.1 Tag style is CODE_REVIEW_01
 - 2.2 Add comment in code noting reviewers and check in
- 3 Tech lead sends out meeting invite
 - 3.1 At least 2 days in advance for notice
 - 3.2 Invite should contain the location of all the classes being examined
 - 3.3 Tech lead, developer, and manager must attend meeting
 - 3.4 Meeting should take place in a conference room
 - 3.5 Tech lead should bring printouts of classes under review
 - 3.6 Tech lead can project on the overhead, but it is left to individual choice
- 4 Tech lead runs static analyzer
 - 4.1 This step is optional for now
 - 4.2 If possible run:
 - 4.2.1 Checkstyle
 - 4.2.2 Clover
 - 4.2.3 RAD/IntelliJ Code Analyzer
- 5 All reviewers review code and make comments
 - 5.1 Comments can be on a hard copy
 - 5.2 Comments can be in reviewed code
 - 5.2.1 If in code please leave attach name
 - 5.3 Note mandatory violations and optional changes
 - 5.4 Review using the checklist
 - 5.4.1 Top 10 Items (mandatory) (From the Elements of Java Style)
 - 5.4.1.1 Indent Nested Code
 - 5.4.1.2 Use Meaningful Names
 - 5.4.1.3 Join the Vowel Generation
 - 5.4.1.4 Capitalize only the first letter in acronyms
 - 5.4.1.5 Use nouns when naming classes
 - 5.4.1.6 Use lowercase for the first word and capitalize only the first letter afterwards
 - 5.4.1.7 Pluralize the names of collections
 - 5.4.1.8 All upper case with underscores for constants
 - 5.4.1.9 Define small classes and small methods
 - 5.4.1.10 Place types that are used together in the same package
 - 5.4.2 The Elements of Java Style (remaining items)
 - 5.4.3 Complete coverage with unit tests (mandatory)
- 6 Hold Meeting
 - 6.1 Agenda
 - 6.1.1 1 hour, no run-over
 - 6.1.2 Tech lead decision
 - 6.1.2.1 Each reviewer goes through all comments/suggestions
 - 6.1.2.2 Reviewers alternate going through one class at a time
 - 6.1.3 Scribe is nominated to take notes on all decisions and produce notes sent out to at
 - 6.1.3.1 Takes notes on all decisions
 - 6.1.3.2 Sends out notes to reviewers
- 7 Developer makes changes
 - 7.1 Make all mandatory changes
 - 7.2 Make suggested changes as time permits
 - 7.3 Tag in CVS with CODE_REVIEW_01_FIXED
 - 7.4 Send out email notifying reviewers of changes

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- 7.5 Do within 2 days
- 8 Reviewers approve code
 - 8.1 Reviewers have 2 days to review the changes
 - 8.2 If all mandatory changes are complete reviewer
 - 8.2.1 Adds name to comment in class signing off on it
 - 8.2.2 Tags files in CVS with CODE_REVIEW_01_COMPLETE
 - 8.3 In the case of changes that still need to be made talks to the developer and asks for changes again
- 9 Process is complete