**Defect Tracking & Resolution Documentation**

**Objective:**  
Maintain a structured, transparent, and efficient process for identifying, prioritizing, fixing, and verifying software defects throughout the testing phases.

**Key Components:**

* **Defect Logging:**
  + Use of defect management tools (e.g., Jira, Azure DevOps) for issue capture.
  + Detailed defect records including severity, reproducibility steps, screenshots/logs, and assigned developer.
* **Prioritization:**
  + Categorize defects by impact (Critical, High, Medium, Low) and business priority.
  + Triage meetings with QA, developers, and product owners to prioritize fixes.
* **Fix Tracking & Verification:**
  + Status updates (New, In Progress, Fixed, Retested, Closed).
  + Regression testing on resolved defects to prevent recurrence.
* **Reporting:**
  + Defect dashboards with trends, open/closed counts, aging defects.
  + Weekly defect review reports for stakeholders.