

Bug Triage Meeting

Portnov Computer School



Agenda

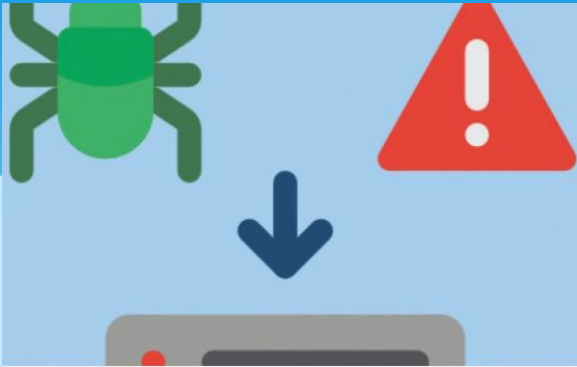
- **What is bug triage or defect triage?**
- **Importance of bug triage**
- **Actions performed during bug triage**
- **Roles and responsibilities of the participants of Bug Triage Meeting**
- **Possible interview questions**



What is Bug Triage?



Bug Triage



- The objective is to track all the defects and enable correct resolution in a timely manner
- Defect Triage comes into picture when there are no sufficient resources to handle the defects
- Good Bug Triage ends with a successful release



Bug Triage Meeting Participants

Triage Team

- QA Lead
- Project Manager
- Development Lead
- Product Owner
- Scrum Master



Triage Meeting Notification

Defect Triage Meeting - Meeting Series

File Meeting Series Insert Format Text Review

Calendar Appointment Scheduling Assistant Skype Meeting Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: None Recurrence Time Zones Room Finder Categorize Private High Importance Low Importance Zoom Zoom

Invitations have not been sent for this meeting.

To... abc@gmail.com, xyz@gmail.com, pqr@yahoo.com, Participants

Subject: Defect Triage Meeting

Location: Meeting Room 12 or conf call - 80012456789 participant code - 1234 Meeting room to discuss and conf call details

Recurrence: Occurs every weekday effective 11/1/2016 until 12/30/2016 from 3:00 PM to 3:30 PM Recurrence meeting

Hi All,

This triage meeting arranged to discuss about the defects raised by QA team. I am sharing defect report sheet daily well before start of call.

Regards,



Role and Responsibilities

QA Lead

- **Calls the bug triage meeting**
- **Prepares the list of defects prior to the meeting**
- **Helps in the prioritization, deciding root cause of bug**
- **Distributes refreshed bug report, minutes from the bug triage meeting**



Roles and Responsibilities of Participants

Project Manager

- Participating in prioritizing of the bugs
- Ensuring that all the participants from every team are available for the meeting
- Acting as a mediator and taking necessary decisions, if any dispute or conflict occurs between the teams
- Confirms release date for fixed defects



Roles and Responsibilities of Participants

Development Lead

- Prioritization of bugs, discussing issues from technical aspects
- Analyzing complexity in bug fixing
- Analysing the root cause of the bug
- Estimating effort for planned bug fixing and resolution date



Roles and Responsibilities of Participants

Product Owner

- Prioritization of bugs from business perspective

Scrum Master

- Facilitating the meeting



Bug Triage – Questions

Bug
Review



Bug
assessment



Bug
assignment

Is this a valid bug?

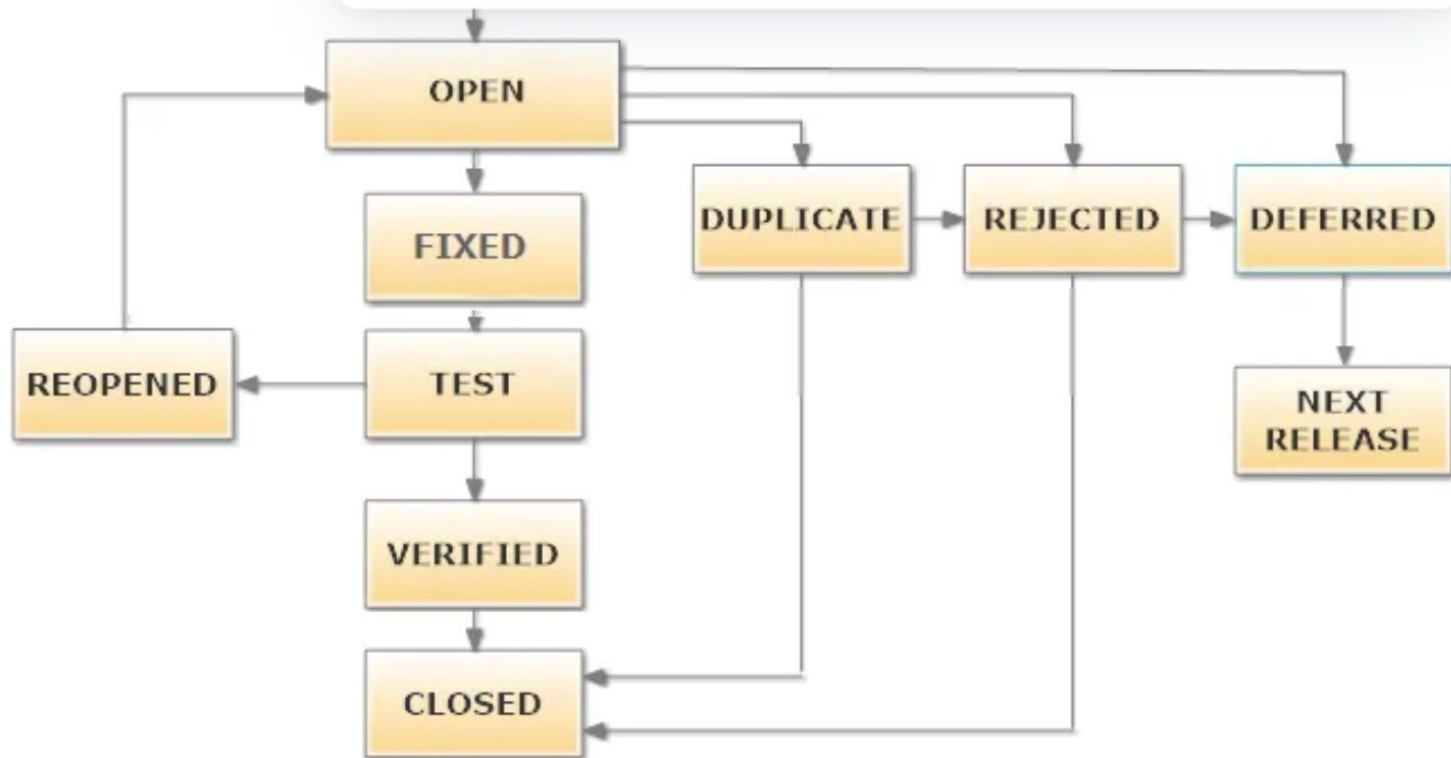
Is defect worth to fix it?

When to fix the bug?

Who will fix it?



Bug Life Cycle



Bug Life Cycle



Possible Interview Questions

- **What is bug triage or defect triage?**
- **Who participates in bug triage?**
- **What is the outcome of bug triage?**
- **What are the roles of test lead/project manager/ dev leads in bug triage?**

