



# *Defect Triage Meeting Best Practices*

**Clearly define the  
purpose and goal of the  
meeting**

**Invite the right people  
to the meeting**

**Establish the meeting's  
ground rules**

**Review the defects in  
great detail**

**Prioritize defects  
according to their  
Importance & Severity**

**Assign defects to team members and set a timeline for fixing them**

**Follow up on defects  
after the meeting**



**THANK YOU FOR READING. PLEASE  
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