1. Introduction - discuss the overall objective for this testing activity; what aspects of the system are most important to test
2. Test scope - discuss which requirements will be covered by the tests and which ones cannot be tested
3. Test strategy - discuss your strategy for testing your application: which portions will be automated and which ones will not, and what system and unit testing tools will be used
4. Test priorities - discuss the prioritization of testing tasks; this is tied to how the code milestones are set up