**New Team Member: Mohammad Tarek**

**Introduction**

We are pleased to welcome Mohammad Tarek as the newest member of our team.

**Responsibilities and Duties**

Mohammad's primary responsibilities will include:

Design testcases

Executing manual tests

Reporting and tracking defects

Maintaining test cases

**Communication Channels**

Mohammad will use the following communication channels to interact with other members of the team:

* What’s app Group
* Email: mohammadalatroush@gmail.com

**Processes and Procedures**

Mohammad will need to follow the following processes and procedures:

Report bugs and issues using excel sheets, and ensure that all issues are tracked and resolved in a timely manner

Collaborate with other members of the team to ensure that all test plans are up-to-date and accurate.

Tools and Systems

Mohammad will need to use the following tools and systems:

* Trello
* GitHub
* PHP
* MYSQL database

**Training and Onboarding**

Mohammad will complete the following training and onboarding:

Review of test plans and test cases for our web-based application

Onboarding to Trello and GitHub

**Contact Information**

Email: mohammadalatroush@gmail.com