Test Plan on Microsoft Teams page

Test plan identifier=tp\_teams\_func

* Introduction=Checking Microsoft teams meeting page(ensure that functionalities of front page which allows users to send messages, interact through screen sharing, video, audio and)
* Test items=text chat box, send button, audio(mute/unmute),video, Screen share , emojis, leave button , view tabs
* Features to be tested= camera(video), microphone(audio), text chat box, send button, Screen share , emojis, leave button
* Features not to be tested= all settings
* Approach=manual testing(black box testing(Functional testing))
* Item pass/fail criteria=count all passed and failed cases
* suspension criteria and resumption requirements=5/8/2025 suspension
* Test deliverables =

Test cases Documents

Test reports

Test plan

Test Summary Report

Test bug report

Test analysis report

Review documents

Bug analysis report

Environmental needs=windows11pc, test link, excel, browser chrome, firefox, network

Responsibilities= Eswari(prepare test cases and test analysis reports)

Staffing and training needs=no

Schedule=5/8/2025

Risks and contingencies=no risk

Approvals=manager