

Test Plan for Microsoft Teams joining page:

Application URL: Teams meeting page link

Prepared by: Anish Jadhav

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1) **Test plan identifier**=tp_teams_001

2) **Introduction**= To check that the main features on the Microsoft Teams meeting page are working, like sending messages, using video and audio to talk, sharing the screen, and using emoji reactions.

3) **Test items**=

- Camera toggle
- Microphone toggle
- Chat panel
- People/Participants panel
- Raise Hand option
- More (3-dot menu options)
- Share screen
- Recording Time display

4) **Features to be tested**

- Toggle functionality of Camera and Mic
- Opening and closing of Chat and People side panels
- Functionality of Raise Hand and More options
- Screen sharing availability and interaction
- Accuracy of Recording Timer

5) **Features not to be tested**

- terms and condition
- Audio/video transmission quality

6) **Approach**=manual testing(black box testing(Functional testing))

7) **Item pass/fail criteria**=count all passed and failed cases

8) suspension criteria and resumption requirements=5/8/2025 suspension

9) **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=windows11/mac os, network, edge,ms team,mobile

Responsibilities= Anish Jadhav (prepare test cases)

Staffing and training needs=no

Schedule=5/8/2025

Risks and contingencies=no risk

Approvals=vaishali