**Test Plan for MS Teams Meeting Page**

**Application:** MS Teams Web/Desktop Client  
**Prepared by:** Sagnik Roy  
**Date:** 21st May, 2024

**1. Test Plan Identifier**  
TP-MSTeams-Meeting-2024-v1

**2. Introduction**  
This test-plan outlines the testing for the core functionalities of an active MS Teams meeting window.

**3. Test Items**  
Text chat box,

Send button,

Audio (Mute/Unmute),

Video (Start/Stop),

Screen Share,

Emojis,

Leave button,

View Tabs.

**4. Features to be Tested**  
Camera (Video) functionality, Microphone (Audio) functionality, Text chat box input, send button, Screen Share options, Emoji selector and sending, Leave meeting button.

**5. Features Not to be Tested**  
Background effects, recording, live captions, specific integrations in view tabs (e.g., Planner, Whiteboard), participant list management.

**6. Approach**  
Manual functional testing. Positive and negative scenarios.

**7. Item Pass/Fail Criteria**  
Pass: Function works as expected.  
Fail: Function does not work.

**8. Suspension Criteria and Resumption Requirements**  
NA

**9. Test Deliverables**  
Test Cases, Bug Reports, Summary Report.

**10. Environmental Needs**  
Windows OS, Stable internet, Webcam, Microphone, Chrome/Firefox/Edge browsers.

**11. Responsibilities**  
Test Lead: John Doe  
Tester: Sagnik Roy  
Manager: Vaishali Sonanis

**12. Schedule**  
Test Execution: 22-May-2024 to 24-May-2024

**13. Risks and Contingencies**  
No risk

**14. Approvals**  
Test Lead: John Doe  
Project Manager: Vaishali Sonanis