# QA Roles & Responsibilities

1. Participate from the Initial Stage: Attend the project kickoff meeting to understand the project goals and objectives.
2. Understand the Scope: Thoroughly review the project scope to ensure clarity on the requirements and deliverables.
3. Requirement Clarification: If there are any queries or uncertainties in the gathered requirements, both QA and Dev teams will compile and share a list of queries for clarification.
4. Test Case Creation: Develop test cases based on the requirement document or wireframes. Ensure the test cases cover all functional and non-functional aspects.
5. GUI Testing: Once the design is ready, perform GUI testing to ensure it meets the client's expectations. Continue testing until the design is approved by the client. Any design changes after approval will be treated as Change Requests (CRs).
6. Parallel API Testing: While the backend team develops the API, conduct API testing to identify and resolve backend-related bugs before integration.
7. Initial API Validation by Developers: After API integration, developers validate the happy path test cases to ensure core functionality.
8. Task Assignment: Assign testing tasks to the QA team while the backend team continues working on the next milestone.
9. Re-execution and Build Rejection: If more than 20-25% of test cases fail, reject the build and notify the development team. Otherwise, continue testing the assigned tasks based on the first milestone.
10. Bug Reporting and Tracking: Report identified bugs and assign them to the development team for resolution. Re-test resolved bugs and reassign any reopened bugs.
11. Milestone 1 Completion: Prioritize fixing milestone 1 bugs and getting client approval.
12. Release Documentation: After closing the milestone 1 bug cycle, prepare the release document for the client. Include:  
    - Delivered task list with status (done, ongoing, pending)  
    - App download link or website link  
    - Short demo  
    - Known issues  
    - Additional notes (if required)
13. Regression Testing: Conduct regression testing if milestone 2 functionalities impact milestone 1 features.
14. End-to-End Testing and Closure Report: Once all tasks are completed, perform end-to-end testing and share the closure report, including:  
    - Total bugs identified  
    - Reopened bugs  
    - Closed bugs  
    - Observations  
    - Test Summary Report: Number of test cases executed, passed and failed.  
    - Known Issues: Not critical enough to block release but should be addressed in future updates