# Interoffice Memoranda

To: Project Teams  
From: Bug.sys Sponsors  
Subject: Needed: Test Log  
Date: 2025-10-03  
CC: Polygames Project Management Team

Good day,

Currently our organization does not have an official tracking mechanism for our tests. Developers, analysts, and sometimes sponsors have been testing ad hoc. We need to formalize the documentation of these tests so that we can better understand the current state of development.

## Objective of a Test Log

The purpose of a test log is to create and track the progress of the various tests we use for our projects. A test is a series of steps to check if a certain feature works (or doesn’t, in the case of a error). Outlining the steps taken ensures that another developer can consistently test the same features to ensure that, as the project continues, developers are able to consistently reproduce errors or check features to ensure future development does not change functionality (e.g. reintroducing an error).

## Required information

The test log should be able to contain, at minimum:

* A test ID
* The related issue ID (if applicable)
* A brief description of the test
* The steps taken perform the test
* The name of the tester
* The date of the test
* Outcome of the test (Was the test successful? What errors occurred?)

Feel free to include room for other information you find helpful.

\*Note: Make sure to track this task on your Kanban board.