Regarding my roles and responsibilities:

Myself is Hitesh Ghai and I am having 12+ years of experience in software QA/testing. I started my carrier with Hewitt associates…..

Currently, I am leading a team of 6 QA resources consisting of automation testers and manual testers.

Since we are following the agile methodology, I am also used to chair our QA stand up meeting every morning to discuss daily status and assignment and progress of a particular sprint.

**Acting as coordinator between onsite and offshore team interaction and Offshore Team Management & QA activities:**

My tasks includes mentoring the team, task allocation, monitoring and supervising them. Though, I am leading them but my daily tasks also includes doing the automation stuff as well like managing , improving and maintaining the automation frameworks, designing various automation utilities, designing automation scripts, reviewing peers scripts before merging into git , test case creation, execution maintenance of both manual and selenium scripts and defect management etc.

One important thing I would like to mention that I have designed the framework from scratch with the help of my team. To automate our project, we are working on java, using other various supplementary tools such as Jenkins, git, maven, cucumber and TestNG as well.

I am also responsible for creation of various test cycles whenever any need arise.

Also responsible for handling some part of infrastructure means seeking approval for hardware infrastructure such as extra server, cables etc.

I am also responsible of daily review of the tasks assigned then on the basis of status, then used to sharing the various QA reports (such as daily status reports, weekly status reports, daily defects reports, on the basis of build type such as default, production and staging) to my product management team.

I am also responsible for preparation and maintenance of our POC/ demo version and giving demo and presentations to our clients.

Represent my team by participating n bug triage meeting with the development team every evening.

Also responsible for arranging brainstorming session and KT sessions.

Also responsible for doing CMMI activities for my product and project.

Also a part of RND team which we have formed internally by engaging some key QA resources. Main purpose of this team to do some RND on product and its related areas to give further support to customers. Currently I am working on failover procedure for CBA client.

Signing off QA build and preparing release notes.

Participated in the spring planning meeting for the following reasons:

* The requirements are created/agreed upon and the grouped together into a Product Backlog
* The requirements (User stories) are ranked in the order of priority and business importance
* Once ranked, the stories are assigned developmental cycles ([Sprints](http://www.softwaretestinghelp.com/how-to-deliver-high-value-software-features-in-a-short-time-period-using-agile-scrum-process/)) that last for approx. 4-6 weeks.

Test estimation, risk analysis, release notes preparation

High level:

1. Chairing daily meetings
2. To distinguish automation test cases from manual test cases pack. To identify which test case need to be automated.
3. Git management.
4. Discuss blockers with the QA managers.
5. Fix test cases from the previous release
6. Add new generic methods