**Meeting Minutes**

**Aug 02, 2022**

|  |  |
| --- | --- |
| **Meeting Place: NTL Meeting Room** | **Meeting Facilitator: Golam Mowla** |
| **Start Time:** 11:30 AM | **Meeting Recorder: Sazzadur Rahman (Sohag)** |
| **End Time:**  12:30 PM | **Date** [*of Meeting Doc. Preparation*]**:** 03.08.2022 |

**Attendees:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Designation | Name | Designation |
| Md. Golam Mowla | Project Manager | Tanjila Aman Nisa | Sr. Software Engineer |
| Sazzadur Rahman | Software Engineer (QA) | Moyjul Leon | Sr. SQA |
| Md Liton Miah | Sr. Software Engineer |  |  |

Agenda:

1. Project plan & strategy for “**Sales care**” project.
2. QA Guidelines and Standards.

Resolutions :

1. Required/Mandatory field will be marked in entire project.
2. Date format will be dd-MM-yyyy (24-Apr-2022) in entire project.
3. Date only select from calendar. User can’t edit date by typing.
4. Financial figure will be right alignment in entire project (Screen Views, Reports).
5. For financial figure two digit will be show after decimal in entire project (Screen Views, Reports).
6. System should have a currency setup feature contain a default currency declaration.
7. Text Message Notification (Create, Update and Delete) message will be same in entire project.
8. For report Company Name (font size -14 & Bold), Address (font size - 10), Report Title Name (font size -12 & Bold), Table Content Header (font size -10 & Bold), Table Content (font size -10), Grand Total (if any) Column Content (font size -10 & Bold), Add (Prepared By, Checked By, Verified By & Approved By) before footer portion, Footer (starts from left respectively.), Name of Application Development Company [Newgen Technology Limited] , Page No [Page 1 of 12], Date & Time [08-Aug-2022 11.50 AM]) & Company Logo will be same (ref. as annexure).
9. Any major issue and blocking issue should be solved immediately, as and when reported.
10. Specific field (i.e. number) validation needs to be added.
11. Developer release plan should be with proper documentation.
12. Feature should be released into the test with approval process, if available.
13. QA team will prepare the testing plan based on Developer’s plan.
14. Before release, developer must check with figma design and perform unit test.
15. On releasing to test, concern developer;
    1. must share the business and process with the QA individuals.
    2. Check the released feature into the test environment, if it is working properly.
    3. Notify through default email and Skype.
16. Feature wise testing summary report (Bug + Improvement) will be informed in daily scrum.