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| **#** | **EST Time** | **Item** |
| 1 | 0:10 | Go over 4-up chart |
| 2 | 0:15 | Demo |
| 3 | 0:10 | Feedback/questions |
| 4 | 0:30 | Discuss/synthesize notes |

Time start:

Time end:

Attendance

Matt

Dan

Phil

Aaron

Notes:

Test plan document

Kals notes

Use Jira to show testing is it does not have capability use a excel sheet.

Tests in conditions of satisfaction

Track completions and satisfactions

For each feature and user story have a list of test cases in a sep document.

Each sprint have a pass fail and issues

Process should have a regression

Link to backlog

Assign who is testing what internally in the team

Allocate time for testing

### Notes

Progress

Plans

Risks

Needs