# Title: Weekly feature meeting

* Corresponding Dev team or EM to set up recurring weekly/bi-weekly meeting for each feature for 15-30 mins duration between 5 to 6 PM (Mon - Fri) until the feature to be shipped
* Feature sync-up will start from the next week of kick-off meeting
* Tech Lead, Dev, QA, EM and PM to attend this meeting. Optionally Designer, Tech Arch and Product head to join
* Dev to create sub tasks of the feature/enhancement in JIRA for next 2 weeks and update the progress of the same
* Dev to provide rough timelines on the milestones
* QA share the testcases written for the task
* Once in testing, QA to provide rough timelines to complete the testing
* Once in testing, QA to provide list of bugs tracked in JIRA with criticality to prioritize on discussion with PM, EM, Tech Lead and agree on timelines for feature release
* QA can write automation of P0 & P1 cases based on their  bandwidth during the development
* Capture MOM as a comment in the same JIRA to follow up in the next week