**Daily Routine – QA Manager/Team Lead -**

Just thought I would mention my daily routine with the Projects to make sure I don’t miss anything etc.

1. Go over any bugs/tasks that are pending validation.

Assign bugs to the team members. Look at the Remaining items in Endpoints Standup Board –

<https://jira.vidyo.com/secure/RapidBoard.jspa?rapidView=117&selectedIssue=VD-10274&quickFilter=660>

1. Go over Test Rail, look at the following:

a - Assign tests that are unassigned

b - Blocked tests – make sure they actually should be blocked.

(Remove any that don’t need to be there)

c - Failed tests – look at the linked bugs, if they are resolved, the test needs to be retested

d - Generally go over the test results and make sure the details are correct. All failed tests

Should have an open linked defect; all passed tests should have the correct information etc.

1. Check issues that I am mentioned in the comments, make sure nothing is missed.

This is the advanced search in JIRA -

(summary ~ currentUser() OR description ~ currentUser() OR comment ~ currentUser()) AND status not in (Closed) ORDER BY key DESC, updated DESC

4. Go over newly opened issues from the last day to familiarize yourself with the issues.

Thanks,

Liat Gibli