**Test Plan:** MS Teams Meeting

**Test plan identifier:** TP1\_MS\_Teams\_V1

**Introduction:** To test functionalities of Microsoft Teams meeting page

**Test Items:** Encryption status, recording & transcription, chat icon, people, raise, react, view, more, camera, mic, share screen, leave button

**Features to be tested:** Encryption status, people, camera, mic, leave button, raise, react

**Features not to be tested:** View, more, recording & transcription, share screen, chat icon

**Approach:** Manual Test (Black Box Testing)

**Item Pass/Fail Criteria:**

**Suspension criteria & resumption requriments:** 5/8/2025

**Test Deliverables:**

Test cases documents

Test reports

Test plan

Test summary report

Test bug report

Test analysis report

Review documents

Bug analysis reports

**Environmental Needs:** zero bank Link, PC, browser, excel/word, network

**Responsibilities:** Sulkshana Patil (prepare test cases & test analysis reports)

**Staffing & Training Needs:** NO

**Schedule:** 5/8/2025

**Risks & Contingencies:** No Risk

**Approval:** Vishali