**Minutes of Meeting**

**Date:11/2/2019**

**Prepared by: Radhika**

**Organizer: Srikanth**

**Attendees: Vidya, Radhika, Anupama, Nabila**

**Absentees: a, b**

**Summary**

**1.Testing Process**

* Going through the requirement document
* Assigning different modules to different testers
* Preparing questionnaire
* Reviewing the questionnaire
* Preparation of test scenarios
* Assigning different modules for different testers to write test cases
* Reviewing test cases and approval
* Ready for Execution

**2.Test Procedure (KT Document**)

* To understand the project more clearly
* How testing is conducted

**3.Minutes of Meeting**

* Preparing MoM

**4.Test Schedule**

* Preparing Testing Schedule

**5.SDLC**

* Different stages in SDLC
* Detailing plan, Analyse, Design, Code, Test, Deploy stages

**6**.**Q&A Session**

**Tasks/ Actions**

* Reviewing the test cases /adding comments
* Sample schedule preparation(optional)
* Test Scenario preparation(optional)
* MoM preparation
* Preparation of KT document