**Release Note**

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| **Application Name:** | |  | | | | | |
| **Version:** | |  | | | | | |
| **Dated:** | |  | | | | | |
| **Updated by:** | |  | | | | | |

* **User Stories completed in this Release:**
* **Assumptions / Exclusions /Known Issues:**
* **Release Contents**
  + **Release tag**
    - Mention how this is been tagged in the server
  + **Files included**
    - What are the files that were uploaded for this release
    - Provide a screenshot
  + **Test / Review Done**
    - Testing is bee done for release – there are 11 defects observed and all of them are closed
    - Code reviews are completed and no issues observed
* **Release Audit**

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| --- | --- |
| **Check Point** | **Yes/No/NA** |
| Verify all source code meets coding standard |  |
| Run any tools to check the standards if applicable |  |
| Check that all defects on current defect list have been resolved |  |
| Smoke test/regression test final build |  |
| Verify all system test scripts run automatically on the actual released software |  |
| Perform all non-functional system tests manually and document results. |  |
| Verify installation by installing system on clean machine. |  |
| Tag and Branch the source code repository |  |
| Write "Known Issues" List. |  |
| Remove debugging and testing code from the software (including disabling assertions). |  |
| Create install and configuration scripts as needed. |  |
| Ensure that all the user stories are accepted by the product owner |  |