Title/Goal/Mission

What would you like to explore and with what resources to discover what information?

## Summary

Once your session is complete, re-read your notes. Summarise key learnings – things that you believe are important. Use this summary to engage your audience and create purpose-driven conversations. They can read the details you’ve captured under “Exploring” if they like.

## Planning

Think TORCH. Timer, Oracles, Risks, Consider, Heuristics.

### Timer

How much time will you put aside for this session? 45 minutes, an hour and a half? Consider a sweet spot between a good enough amount of time to capture and share information that doesn’t overwhelm your audience. My preference is for 60 minutes max.

### Oracles

Who and what will help you make useful decisions and conclusions about the information you discover? A person, a story in JIRA, previous experience, a comparable product in the market?

### Risks

What risks would you like to learn about? Are they related to data, performance, security, functionality?

### Consider

What questions do you want to explore? Try asking at least one question starting with “What”, “Where”, “When”, “Why,” “Who” and “How”.

### Heuristics

What triggers will prompt you during your session?

## Setup

What should you do before you start your session to help it run successfully? Do you need to run a query on a database? Tail some logs? Open Developer tools? Kick off a script to create some users? Book a meeting? Draw a diagram? Mind map some test ideas? Capture the setup steps here.

## Exploring

Your goals are clear and you’re set up and ready to start your session – and timer. Use this space to capture everything you do and discover (literally type it out). Experiment with categorisation. Perhaps group by Problem/Question/Idea/Praise.

Add images, mind maps, log outputs, drawings, sketches, GIFs, videos, diagrams. Anything that'll help you tell a testing story.

Adding a timestamp to each sentence and item shared is useful. Keep sentences short. Stop writing once the timer stops. Go back and review your notes. Add an engaging summary at the top.

## Debriefing

Capture important information discussed during your debrief. What actions have you agreed to? What’s next?