Daily Reporting Example:

Date: 06-April-2025
Tasks Completed:
- Reviewed completed development tasks.
- Added the License Enforcement & Breach Detection Action Plan, including competitor flow analysis.
- Discussed current workflow and process improvements with XYZ.
- Updated dashboard tickets.
- Did a meeting with the SEO team
- SEO-Related Meeting Points and Actions (with XYZ):
- Reviewed all marketing task points with XYZ.
- Discussed Tags, Icons, and Packs pages.
- Provided a demo of SEO-related task implementations.
- Discussed License Enforcement & Breach Detection Action Plan and shared the document with XYZ.

Things Needed: (SEO-Related)
- Decide on blog design (current vs. new).
- Add a meta description to the icon details page.
- Update description of Packs tag pages (change "Icon" to "Packs" in description).
- Add alt image text as per meta title implementation (fetch icon name for alt text with "icon" postfix).
- Implement schema markup for all pages.
- Post Go-Live Tasks: (SEO-Related)
- Responsive design improvements.

Today's Outcomes:
- My Account Page: Completed and functional (currently in QA for testing).
- My Profile: Completed.
- Downloads: Completed.
- Collection: Completed.
- Subscription: Completed.
- Header: Structure updated (in progress)
- Support: Support page content finalized.

Cc: @XYZ, @XYZ

Date: 07-April-2025
Meeting Summary – Priorities & Action Items
Priorities:
1. Dashboard Icon Upload Functionality
Currently under development. Ensure that the team can upload icons through the dashboard without any issues. The upload process should be smooth, reliable, and aligned with the latest UI/UX standards.
2. Core Site Functionality
All core functionalities of the site must perform as expected. Users should be able to navigate and interact with the platform without encountering errors, interruptions, or getting stuck in any process.
3. URL Structure
- Implementation must strictly follow the provided URL structure. This ensures consistency, proper routing, and compliance with SEO best practices.
- Development Team Action Items:
- Discuss database restructuring and optimization approach with Shabazz Sab.
- **Refactor Codebase:** Remove unnecessary/legacy code during testing and QA phase.
- **Database Updates:** Implement the new DB structure to align with updated site functionality.
- **Functional Testing Prep:** Ensure that key features are made live for internal testing; any changes made during this phase must be communicated to QA for immediate validation.
- **Dashboard Development:** Prioritize the completion of the Dashboard and all related functionalities.

Functionality Tickets Left:
Functionality Stories:
1. https://isofttech.atlassian.net/browse/NI
2. https://isofttech.atlassian.net/browse/NI
3. https://isofttech.atlassian.net/browse/NI
4. https://isofttech.atlassian.net/browse/NI
5. https://isofttech.atlassian.net/browse/NI

Bugs Related to Functionality:
1. https://isofttech.atlassian.net/browse/NI
2. https://isofttech.atlassian.net/browse/NI
3. https://isofttech.atlassian.net/browse/NI
4. https://isofttech.atlassian.net/browse/NI
5. https://isofttech.atlassian.net/browse/NI
6. https://isofttech.atlassian.net/browse/NI

Weekly Website Quality Assurance Report

Week: **25 Nov – 30 Nov 2025**
Website(s): Corporate Website & Landing Pages
Prepared by: Talha Khan QA Specialist
Report Type: Weekly Full-Site Audit

OBJECTIVE

- Maintain uninterrupted website performance

- Detect issues before they impact users

- Ensure design stability after content or code updates

- Verify responsiveness across devices

- Monitor speed, console errors, and JavaScript stability

QA SCOPE THIS WEEK

- **6 days of daily website health checks**

- **1 full-site regression cycle**

- Functional validation of **core user journeys**

- Cross-browser and cross-device testing

- UI/UX and responsiveness verification

- Performance and console error monitoring

TESTING ENVIRONMENT

Browsers: Chrome 122, Firefox 123, Safari 17, Edge 122
Devices: iPhone 14, Samsung S21, iPad 10th Gen, Windows Laptop
Operating Systems: Windows 11, Android 13, iOS 17
Networks: Fiber WiFi, 4G Mobile Data

KEY PAGES / MODULES TESTED

- Homepage
- Navigation & Mega Menu
- Product / Services Pages (12)
- Contact & Lead Forms (4)
- CTA Buttons (17)
- Blog / Content Pages (9)
- Footer & Policy Pages
- Mobile Visibility & Sticky CTAs

EXECUTION SUMMARY

- **Total Pages Tested:** 38

- **Test Scenarios Executed:** 276

- **Issues Detected:** 21

- **High Priority Issues:** 4

- **Fixed This Week:** 15

- **Pending Issues:** 6

ISSUE SEVERITY BREAKDOWN

- **High:** 4
- **Medium:** 7
- **Low:** 6
- **Cosmetic:** 4

MAJOR ISSUES IDENTIFIED

- Checkout form submission failure on Safari

- Header search not responding on tablet view

- Slow homepage load on 4G network

- Broken CTA redirect on pricing section

FIXED ISSUES THIS WEEK

- Mobile navigation overlap resolved

- Newsletter form validation corrected

- Blog page image lazy-load delay fixed

- Footer legal links restored

PERFORMANCE STATUS

- Homepage Load Speed: **2.9s (Stable)**

- Core Web Vitals: **LCP: 2.4s | CLS: 0.06 | INP: 180ms**

- Script Load Stability: **Normal**

- Image Optimization: **Verified & Compressed**

RESPONSIVENESS STATUS

- Mobile: **94% stable (1 UI overlap under observation)**

- Tablet: **96% stable**

- Desktop: **100% stable**

- Orientation Handling: **Working as expected**

CONSOLE & JS MONITORING

- Console Errors Detected: **3 (Low impact)**

- JavaScript Conflicts Found: **1**

- Third-Party Script Issues: **1 Tracking script delay**

- Overall Technical Risk: **Low to Medium**

USER IMPACT & RISK LEVEL

- User Experience Risk: **Medium**

- Conversion Impact Risk: **Low to Medium**

- Performance Risk: **Low**

- Design Stability Risk: **Low**

QA RECOMMENDATIONS

- Optimize checkout JS bundles

- Add fallback for Safari form validation

- Improve mobile CTA visibility
- Add baseline uptime monitoring

PLAN FOR NEXT WEEK

- Deep checkout and conversion flow testing

- Mobile responsiveness full audit

- Performance benchmarking under 4G

- Blog and content regression

FINAL QA STATUS

Overall Website Health: Stable
6 minor issues under observation
Performance optimization in progress