

# Single Bug Flash Triage Template

**[Team Name]**

**January 1, 2026**

**10:00am – 10:30am**

**Meeting Purpose:**

Quickly determine next steps for a new bug.

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<b>10:00 – 10:05</b>	<b>Align on what the bug is through a short demo.</b>	Bug Lead
<b>10:05– 10:15</b>	<b>Technical feasibility of fixes: what is the scope?</b>	Bug Lead
<b>10:15 – 10:25</b>	<b>Decide on next steps:</b> <ul style="list-style-type: none"><li>- Option A: Hotfix Now. (Stop current work, fix and deploy immediately).</li><li>- Option B: Fix in Current Sprint. (Add to the current workload, deploy with the next scheduled release).</li><li>- Option C: Workaround &amp; Defer. (Document a workaround for users and put the bug in the backlog).</li><li>- Option D: Won't Fix. (The impact is too low to justify the cost/risk of a fix).</li></ul>	All Members
<b>10:25 – 10:30</b>	<b>Action Plan</b> <ul style="list-style-type: none"><li>- Assign ownership and agree on timeline</li></ul>	Team Lead

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