

Bug Triage Meeting

Bug Triage: [Team Name]

January 1, 2026

10:00am – 11:00am

Meeting Purpose:

A recurring meeting to review the bug backlog, ensure everything is accounted for and prevent crucial work from slipping through the cracks.

10:00 – 10:10

The "New Arrivals" Review

- Review each bug submitted since the last meeting and validate that it is a: bug, feature request, or support ticket.

10:10 – 10:30

Priority & Severity Alignment

- Is this a high-impact bug that is easy to fix?
- Does this bug affect a high-value customer or a specific compliance requirement?
- Assign a priority level to each bug.

10:30 – 10:40

Assignment & Ownership

- Ensure every bug is owned by someone in charge of fixing it.

10:40 – 10:50

The "Graveyard" Cleanup

- Review the bug backlog and clear out any "won't fix" bugs and merge duplicates.

10:50 – 11:00

Review Current Work and Progress

- Check on high-priority bugs that are taking too long and remove blockers.
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