**Weekly Product Team Meeting**

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| --- | --- |
| **Date** |  |
| **Meeting lead** |  |
| **Attendees** |  |
| **Purpose** | Define the objective of the meeting. |
| **Agenda** | * List key discussion items
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**Action items from last week**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Person responsible** | **Status** | **Due date** |
| List all action items from last week’s meeting. | Assignee | * **Complete**
* **In progress**
* **At risk**
 | MM/DD/YY |
|  |  |  |  |
|  |  |  |  |

**Discussion**

**Progress against goals and initiatives**

* List goals and progress metrics or link to relevant reports.

**Product roadmap review**

* Include or link to up-to-date product roadmap views.

**Recently completed work**

|  |  |
| --- | --- |
| **Area** | **Notes** |
| **Impact of recently launched functionality** |  |
| **Internal process feedback** |  |
| **Customer feedback** |  |

**Planned work**

|  |  |
| --- | --- |
| **Area** | **Notes** |
| **Review go-to-market plans** |  |
| **Current development work in progress** |  |

**Upcoming work**

|  |  |
| --- | --- |
| **Area** | **Notes** |
| **Work that needs review** |  |
| **Possible upcoming product launches** |  |

**Decisions**

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**Challenges**

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**Open questions**

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**Action items for next week**

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| --- | --- | --- |
| **Description** | **Person responsible** | **Due date** |
|  |  |  |
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