Checkout squad weekly update

Fictional sample · Tuesday 10 March 2026 · 10:00-10:25

Squad of 7 + product director

Agenda · 25 minutes

TIME	ITEM	LEAD
10:00	Status by workstream	Priya Shah (EM)
10:08	Weekly metrics	Tom Reyes (PM)
10:12	Blocker: payment provider sandbox access	Ana Kim
10:20	Confirm action items	Priya Shah

Status by workstream

WORKSTREAM	OWNER	STATUS	NEXT MILESTONE	DUE
Saved cards	Ana Kim	At risk	Sandbox integration test passes	13 Mar
Address autocomplete	Ben Ford	On track	Beta to 10% of traffic	17 Mar
Checkout error logging	Chen Wu	Done	—	—
Accessibility fixes	Dana Ito	On track	Screen-reader audit closed	20 Mar

Weekly metrics

Mon 2 – Sun 8 March vs previous week

METRIC	THIS WEEK	LAST WEEK	SOURCE
Checkout completion rate	71.4%	70.9%	Product analytics
Checkout error rate	0.8%	1.3%	Error logging dashboard
Open P1 bugs	2	4	Issue tracker

Decision needed today: sandbox access for saved cards

Option A · Escalate

Product director escalates with the provider account manager (access requested 3 Mar, no reply). Integration test stays due 13 Mar.

Option B · Test against mocks

Ana Kim tests against mocks and the integration test slips one week, to 20 Mar.

Action items

Status column is filled in at the start of next week's meeting

ACTION	OWNER	DUE	STATUS NEXT WEEK
Escalate sandbox access with provider	M. Lopez (Director)	11 Mar	
Write mock-based test plan as fallback	Ana Kim	12 Mar	
Share beta rollout checklist	Ben Ford	13 Mar	
Book screen-reader audit session	Dana Ito	16 Mar	