Kanban weekly commitment ‘meeting’

Regular commitment meetings while working through a project, help us stay on top of our development process. They keen us disciplined and help us see early if things are starting to go awry. They also help us to look out for the possible things that stand in our way.

At the beginning of each week you should spend 5-10 minutes reflecting on what you’ve achieved so far and planning out your next week. Use the questions below to frame your reflection and planning.

Copy and paste the section below at the beginning of each week.

Date:

| What have I achieved in the last week? Did I meet my goals? Anything outstanding? |
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| What do I need to do this week? |
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| What are the obstacles or blockers that stand in my way? |
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| How can I address these? Where can I get support from |
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