Weekly Project Status Update – Week 2

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▶ Urgent Tasks Update 🚨

📝 Very Urgent Tasks

1. **T-106: Fix Login Button on Mobile** (@Sara)

   - **Status:** In Progress | Blocked by unclear repro steps.
   - **Action:** Sara to confirm steps with QA team ASAP.
   - **Note:** This login issue has huge customer impact.

2. **T-105: Write Internal Release Notes** (@gezahegne)

   - **Status:** To Do | Needed for stakeholder sync.
   - **Action:** Assign owner within 30 mins (suggest @Moses?).
   - **Note:** This is very time-sensitive for stakeholder sync.

3. **T-101: API Endpoint for Rewards Summary** (@Sam)

   - **Status:** In Progress | PR not merged. Potential blocker.
   - **Action:** Sam to clarify if help needed from backend team.
   - **Note:** Stale PR risks delays can cause project bottlenecks.

▶ Full Weekly Plan Update – July 2025

📝 This Week Plan Update

Task ID	Title	Status	Owner	Notes
T-104	Partner API Integration (Beta)	☑ Done	@Moses	Deployed last Friday. Zero bugs reported.
T-101	API Endpoint for Rewards Summary	📝 In Progress	@Sam	PR pending review. Possible blocker (needs escalation?)
T-106	Fix Login Button on Mobile	📝 In Progress	@Sara	Repro steps unclear. Awaiting QA input.
T-103	Test Coverage for Rewards Module	📝 In Progress	Gezahegne	Tests written; awaiting review.
T-102	Frontend UI for Dashboard Graphs	⛔ Blocked	@Sara	Design handoff delayed (Figma not updated).

⏭ Next Steps

1. Assign **T-105** (Release Notes) and **T-107** (Tooltips) by EOD.

2. Resolve PR for **T-101** with backend team.

3. QA sync for **T-106** repro steps.

▶ Simulated Team Standup Video

▶ Reflection Log

📝 Reflection Log – Week 2

What was unclear at first?

- The current status of some tasks wasn't clear due to outdated Jira tickets and scattered Slack messages.
- Some tasks were unassigned or lacked detailed notes.

What helped you move forward?

- Cross-referencing the task board with Slack updates helped piece together accurate statuses.
- Prioritizing clarity over perfection allowed faster decision-making.

How would you improve this process next week?

- Implement a weekly template to standardize updates.
- Encourage teammates to keep Jira more up-to-date.
- Set a reminder for design handoffs to avoid delays like with T-102.

▶ Repeatable Weekly Update Templet

https://docs.google.com/spreadsheets/d/1vX97_OgqiWmKGqAqwLWV36fMUVosQiMKbb86jZMZWBs/edit?usp=sharing