

Weekly Project Status Update – Week 2

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1.1 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.

1.2 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	Gezish	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.

1.3 Reflection Log – Week 2

1.3.1 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- The current status of some tasks wasn't clear due to outdated Jira tickets and scattered Slack messages.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.

1.3.2 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.

1.3.3 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.

1.4 Repeatable Weekly Update Templet

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