# Title: EM's sync up on 6/1/2020

### When ?

6/1/2020

### Who?

Product & Platform Engineering heads and their EM's working on Sales360, [Arvind Ravindran](https://confluence.freshworks.com/display/~arvind.ravindran) [Srivatsan Venkatesan](https://confluence.freshworks.com/display/~srivatsan.venkatesan)

### Agenda?

* Overall Timelines
* Swimlanes
  + Owners & Levels
  + Swimlane view of Project Plan for Beta
* Ways of working
  + Planning
  + Execution
* Communication channels
  + Meeting Rituals in detail
* Escalation Matrix

### Materials used in the meeting:-

Sales360 ways of working slide:-

### **Action Items/Followups:-**

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| --- | --- | --- | --- |
| SNo | Action Item | Owner | Date |
| 1 | * Review timelines & PPT attached above * Identify and Fill up SPOCS in confluence [Sales360 SPOCS](https://confluence.freshworks.com/display/freshsales/Sales360+SPOCS) for all parallel tracks of execution * Fill up tracker sheet linked in the PPT * Think through the automation plan * Enter identified epics & user-stories in Freshrelease with appropriate tags | [Arvind Ravindran](https://confluence.freshworks.com/display/~arvind.ravindran) [Anand Mahalingam](https://confluence.freshworks.com/display/~anand.mahalingam)  [Mariappan Vaithilingam](https://confluence.freshworks.com/display/~mariappan.vaithilingam) [Santhosh Kumar](https://confluence.freshworks.com/display/~santhosh.kumar) [Vijayaragavan Venkatarathinam](https://confluence.freshworks.com/display/~vijayaragavan.venkatarathinam)  [Karthick Sundaram](https://confluence.freshworks.com/display/~karthick.sundaram) [Sankar Ganesh](https://confluence.freshworks.com/display/~sankarg)  [Sridhar Adapa](https://confluence.freshworks.com/display/~sridhar.adapa) [Mehul Dudi](https://confluence.freshworks.com/display/~mehul.dudi) | 08 Jan 2020 |
| 2 | Open items to think through:-   * Test environment - staging, int, prod * Whether items will go to prod * Change Management Process * Success Metric/KPI for Program Health tracking | [Janani Jayaraman](https://confluence.freshworks.com/display/~janani.jayaraman) [Arvind Ravindran](https://confluence.freshworks.com/display/~arvind.ravindran) | 10 Jan 2020 |