# Title: Program Review Meeting - 8th Jan 2020

08 Jan 2020

# Agenda

Attendees -

|  |  |
| --- | --- |
| Attendees | Date |
| [Mariappan Vaithilingam](https://confluence.freshworks.com/display/~mariappan.vaithilingam)  [Jayaprakash Ramakrishnan](https://confluence.freshworks.com/display/~jayaprakash.ramakrishnan)  [Preethi Mahalingam](https://confluence.freshworks.com/display/~preethi.mahalingam)  [Vijayaragavan Venkatarathinam](https://confluence.freshworks.com/display/~vijayaragavan.venkatarathinam)  [Manikandan Subramaniam](https://confluence.freshworks.com/display/~manikandan.subramaniam) | 08 Jan 2020 |

* [Agenda](#ProgramReviewMeeting8thJan2020-Agenda)
  + [Expectation for next week's meeting](#X358d6a210d88d59e502aa3778b0486b17d71f38)
  + [Program Status](#Xd9fb2b2e491500744753f6f7340603a145efa31)
  + [Action Items](#X4553bb9642ca5d491d05a19470486febcfeb7a7)
  + [Risks](#ProgramReviewMeeting8thJan2020-Risks)
  + [Freshwave Adoption for all teams](#X5be714384023885e931afbd19aeec2700dc774e)
  + [Usage of Tags in FreshRelease](#X453e8292f93034bfc125517b9f375ccc952f63f)
  + [Engineering Metrics](#X5d7a059f1fdc1ad449b47be24cd0b08a7b74cb2)
  + [Discuss on Engineering Goals and Tech Debt](#X29202f2966ae575fc51a3c973ac5dc2978b50ca)

## ***Expectation for next week's meeting***

[***Program Review Meeting - 14th Jan 2020***](https://confluence.freshworks.com/pages/viewpage.action?pageId=230092715)

## ***Program Status***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Modules | SubTasks | POC/EM | Beta | GA date | Lastweek | Current Week | Comments |
| Orgv2 |  | [Manikandan Subramaniam](https://confluence.freshworks.com/display/~manikandan.subramaniam) |  | TBD |  |  | New customers have been migrated  Need to migrate existing customers  FreshChat Migration - 21 Jan 2020  Provide a list of account to FD - 08 Jan 2020 |
| FReports Integration - Milestone 1 |  | [Manikandan Subramaniam](https://confluence.freshworks.com/display/~manikandan.subramaniam) |  | 27 Jan 2020 | 14 Jan 2020 | ETA Revised |  |
| Corcoran UAT |  | [Vijayaragavan Venkatarathinam](https://confluence.freshworks.com/display/~vijayaragavan.venkatarathinam)  [Manikandan Subramaniam](https://confluence.freshworks.com/display/~manikandan.subramaniam) |  | 15 Jan 2020  30 Jan 2020 |  |  | Vijay: <https://freshworks.freshrelease.com/FSALES/issues/filter/21249> is the board to track all Corcoran UAT asks. We have added all items that will be slipped. Currently, Prem/Swathi Yerram is tracking all 3 buckets - Jan 15, Jan 30 and Rest. EMs have committed a list of asks for Jan 15 and Jan 30 which has been shared widely. |
| Search Onboarding |  | [Manikandan Subramaniam](https://confluence.freshworks.com/display/~manikandan.subramaniam) | NA | TBD |  |  | Sudharsan/Shyam/Sujitha - Is this in our Q1 roadmap |
| Delight Metrics |  | [Sudharshan Jayasampath](https://confluence.freshworks.com/display/~sudharshan.jayasampath) |  |  |  |  |  |
| BishopFox |  | [Manikandan Subramaniam](https://confluence.freshworks.com/display/~manikandan.subramaniam) |  |  |  |  |  |
| Security Defects |  | [Vijayaragavan Venkatarathinam](https://confluence.freshworks.com/display/~vijayaragavan.venkatarathinam) |  |  |  |  | Vijay: Dashboard - <http://fw-security.freshrelease.com/>  Security Training for Dev - Planned from 23rd Jan. We need to see if this is a priority for Q1 2020. |
| MM Readiness |  |  |  |  |  |  |  |

## ***Action Items***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Item | Owner | ETA | Status |
| 1 | Track L2 squad wise for now and then decide if it should be for the whole program | All EMs |  | In Progress |
| 2 | Respective stake holders to fill the Program review sheet before every Tuesday's meeting | [Preethi Mahalingam](https://confluence.freshworks.com/display/~preethi.mahalingam)  [Mariappan Vaithilingam](https://confluence.freshworks.com/display/~mariappan.vaithilingam)  [Jayaprakash Ramakrishnan](https://confluence.freshworks.com/display/~jayaprakash.ramakrishnan)  [Manikandan Subramaniam](https://confluence.freshworks.com/display/~manikandan.subramaniam)  [Vijayaragavan Venkatarathinam](https://confluence.freshworks.com/display/~vijayaragavan.venkatarathinam) | 14 Jan 2020 |  |
| 3 | Create Weekly Program update page for CPQ | [Jayaprakash Ramakrishnan](https://confluence.freshworks.com/display/~jayaprakash.ramakrishnan) | 14 Jan 2020 | Done |
| 4 | Create Weekly Program update page - Corcoran | [Manikandan Subramaniam](https://confluence.freshworks.com/display/~manikandan.subramaniam) | 14 Jan 2020 | Open |
| 5 | Create weekly program update page - sales 360 | [Preethi Mahalingam](https://confluence.freshworks.com/display/~preethi.mahalingam) | 14 Jan 2020 | Done |
| 5 | Devops metrics to track -  Cost , availability  outages | [Manikandan Subramaniam](https://confluence.freshworks.com/display/~manikandan.subramaniam) | 14 Jan 2020 | Open |
| 6 | Check aspiration format for any other dev ops metrics | [Preethi Mahalingam](https://confluence.freshworks.com/display/~preethi.mahalingam) | 14 Jan 2020 | Done |
| 7 | Forum to discuss engineering activities, initatives | EMs to schedule a separate meeting on a need basis |  | In Progress |

## ***Risks***

|  |  |  |  |
| --- | --- | --- | --- |
| [S.no](http://S.no) | Risk | Status | Comments |
| 1 | Bishopfox result is not yet out |  |  |
| 2 | If freshreports integration misses the deadline, sales team says we might lose a customer |  |  |
| 3 | If we miss the timeline of Jan 15 and Jan 30 that is committed for Corcoran UAT items, then it will be a problem. Also, we have communicated to the PM team to negotiate with Corcoran on revised ETAs for very few items. If Corcoran don't agree with revised ETA, then we need to reconsider our prioritized items. |  |  |

## ***Freshwave Adoption for all teams***

1. Session on estimation via story points
2. Subsequent grooming , make team estimate using story points
3. Capture velocity and predictability
4. Biweekly meeting with squad leaders - To know the pulse and health status of teams and to answer any issues/queries

## ***Usage of Tags in FreshRelease***

*Preethi and Vijay are having a meeting with Venkat Devarayan. Will update the status on Wednesday*

*Update- Creation of 2 new fields - Quarter Field - Q12020*

*Status Field - Roadmap/Adhoc*

*Tags - TechDebt , CS, Security*

*Work with PM team on following the epic format and update these status for epics*

## ***Engineering Metrics***

*Engineering metrics to be updated*[*2019 Engineering Metrics*](https://confluence.freshworks.com/pages/viewpage.action?pageId=217284627)

|  |  |
| --- | --- |
|  |  |
| Features and Enhancements | JP/Vijay/Mani |
| Logo churn | Aditi Balaji |
| Midmarket readiness | Sudharsan/Sivakumar |

## ***Discuss on Engineering Goals and Tech Debt***