# Title: Weekly product sync up

* JIRA to be used for providing all updates in the meeting
* Go through important features, enhancements and bugs rolled out last week or to be started or in progress
* Each PM to walk through the progress update for their items and EM to add technical more if there are any blockers
* Tech arch/lead to cover tech debts
* Run through JIRA board to cover if anything missed
* MOM will be shared and it helps to follow up in the next week