

# WEEKLY TEAM REVIEW REPORT

Date: \_\_\_\_\_

Team: \_\_\_\_\_

Project: \_\_\_\_\_

Meeting Duration: 1 hour

## 1. PROGRESS REVIEW

### Completed Items

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### In Progress

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### Blocked Items

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## 2. METRICS & KPIs

### Sprint Velocity

- Planned Points: \_\_\_\_\_

- Completed Points: \_\_\_\_\_

- Completion Rate: \_\_\_\_\_

### Quality Metrics

- Code Coverage: \_\_\_\_\_

- Bug Resolution Rate: \_\_\_\_\_

- Technical Debt Items Addressed: \_\_\_\_\_

### 3. TEAM HEALTH

#### Attendance

- Present: \_\_\_\_\_
- Absent: \_\_\_\_\_
- Remote: \_\_\_\_\_

#### Team Sentiment

- Morale Rating: \_\_\_\_\_
- Stress Level: \_\_\_\_\_
- Workload Balance: \_\_\_\_\_

### 4. RISKS & CONCERNS

#### Current Risks

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Mitigation Plans

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 5. NEXT WEEK'S PRIORITIES

#### Focus Areas

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Resource Needs

1. \_\_\_\_\_

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2.

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## 6. ACTION ITEMS

Item	Owner	Due Date	Status

## 7. NOTES & COMMENTS

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## APPROVALS

Team Lead: \_\_\_\_\_

Date: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Date: \_\_\_\_\_