

How We Do Friday Progress Receipts at Drexus

Every project we run ends the same way each week — with visibility.

No guessing, no chasing, no long meetings. Every Friday, our clients get a clear, friendly snapshot of what shipped, what's in progress, what's next, and where decisions are needed.

We call it the Friday Progress Receipt — a simple rhythm that keeps everyone aligned and projects predictable.

It's not a report for the sake of reporting; it's a short, human update written like a conversation between partners.

Below is an example of how we send it.

hey Lewis, happy friday — here's the quick receipt on ChefMatch MVP.

shipped this week

chef search filters live on staging

payment gateway integrated (Stripe test mode)

booking confirmation emails automated

in progress

chat UI (65% complete, wrapping tuesday)

onboarding copy updates (review monday)

next week plan

finish chat backend

connect live Stripe keys

run closed beta with 5 hosts

risks

slight delay on chat backend, dependency on Firebase update (expected fix by monday)

decisions needed

confirm if we should include "guest checkout" in beta or push to next sprint

demo

4-minute loom: loom.com/chefmatch-wk4-demo

staging: staging.chefmatch.app

pass: demo2025

everything's looking smooth — once chat's in, we'll be fully testable. enjoy your weekend!

— Anika

looks great! let's skip guest checkout
for now and keep focus on chat +
beta test.

perfect, noted. guest checkout
moved to cut-line 1. next
friday's demo will include chat
+ first live payment.