**Weekly Notes-**

It is crucial for team members to put a weekly client note every Thursday to keep the stakeholders informed about the current status of the client. The client note should be detailed and well-written so that the CSM and management will get all the information required from the note. Team members should be vigilant while selecting the priority (low, medium, or high) based on the situation. In case a team member is not able to put a client note on Thursday, He should put the note on the next working day or the prior working day, whichever is feasible.

Please note that the client note should be as per the prescribed template, and the right person should be tagged in it.