Weekly review

Tom Rochette <tom.rochette@coreteks.org>

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1 Trigger

Every week, either at the beginning or end of the week.

2 Duration

15 minutes.

3 Steps

- Review what was planned for the week (manual)
- Provide feedback related to the plan (manual)
  - Write down what was worked on that wasn't part of the plan (manual)
- Review monthly plan and align
- Plan next week