

Weekly Product Review — Sprint 15

Date	Monday, 13 April 2026
Time	11:00 AM – 12:00 PM
Venue	Meeting Room 2 / video call
Chaired by	Karthik Iyer, Engineering Manager
Minutes recorded by	Divya Menon, Product Analyst

Attendance

Name	Role	Status
Karthik Iyer	Engineering Manager	Present
Sneha Rao	Product Manager	Present
Divya Menon	Product Analyst	Present
Arjun Pillai	Tech Lead	Present
Meera Joseph	Design Lead	Present
Rahul Verma	QA Lead	Remote

Agenda

1. Sprint 14 review
2. Customer feedback
3. Release plan
4. Performance

Discussion and Decisions

1. Sprint 14 review

All planned stories except the export feature were completed. The export feature slipped because of an API change.

Decision: Carry the export story into Sprint 15 as top priority.

2. Customer feedback

Support reported repeated requests for bulk editing and dark mode. Bulk editing affects more users.

Decision: Add bulk editing to the roadmap for next month; dark mode stays in backlog.

3. Release plan

The team discussed releasing version 2.4 on Thursday. QA needs one more day for regression testing.

Decision: Release moved to Friday after QA sign-off.

4. Performance

Dashboard load time has increased for large accounts.

Decision: Tech lead to profile queries and propose fixes by Wednesday.

Action Items

#	Action	Owner	Due date	Status
1	Complete export feature	Arjun Pillai	15 Apr 2026	In progress
2	Draft bulk-edit spec	Sneha Rao	17 Apr 2026	Open
3	Regression testing for 2.4	Rahul Verma	16 Apr 2026	Open
4	Profile dashboard queries	Arjun Pillai	15 Apr 2026	Open

Next Meeting

Next review: Monday, 20 April 2026, 11:00 AM.

The meeting ended at 12:00 PM with a vote of thanks by the chair.

Karthik Iyer

Chairperson

Divya Menon

Recorded by

Minutes are a summary of the discussion and are confirmed at the next meeting. Circulate within three working days.