

Quarterly Business Review — Q2 FY 2026–27

Date	Friday, 3 July 2026
Time	10:00 AM – 1:00 PM
Venue	Board Room / video call
Chaired by	Founder Name, CEO
Minutes recorded by	Associate Name, Chief of Staff

Attendance

Name	Role	Status
Founder Name	Co-founder & CEO	Present
Co-founder Name	Co-founder & CTO	Present
Finance Head Name	Head of Finance	Present
Growth Head Name	Head of Growth	Present
Ops Head Name	Head of Operations	Remote
Associate Name	Chief of Staff	Present

Agenda

1. Revenue
2. Burn and runway
3. Product
4. Hiring

Discussion and Decisions

1. Revenue

Q2 revenue was ₹3.4 crore (sample figure), 8% below plan, mainly because two enterprise deals moved to Q3.

Decision: Sales to share a weekly pipeline update with the CEO.

2. Burn and runway

Monthly burn is ₹62 lakh; runway is 14 months at the current rate.

Decision: Freeze non-critical hiring until Q3 numbers are clear.

3. Product

The new onboarding flow cut drop-off at sign-up from 41% to 29%.

Decision: Roll out the flow to all customers by 31 July.

4. Hiring

Three of five planned engineering hires have joined.

Decision: Close the remaining two roles; pause the design hire.

Action Items

#	Action	Owner	Due date	Status
1	Weekly pipeline update	Growth Head Name	Every Monday	Open
2	Hiring freeze note to managers	Finance Head Name	7 Jul 2026	Open
3	Onboarding flow roll-out	Co-founder Name	31 Jul 2026	In progress
4	Revised Q3 forecast	Finance Head Name	15 Jul 2026	Open

Next Meeting

Next review: Friday, 2 October 2026, 10:00 AM.

The meeting ended at 1:00 PM with a vote of thanks by the chair.

Founder Name

Associate Name

Chairperson

Recorded by

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