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