Product Sync — Weekly Meeting Notes

Date: Monday · **Attendees:** Product, Design, Engineering, Support

Decisions

1. Ship the new onboarding checklist to 20% of new accounts first.
2. Move the export button to the top toolbar.
3. Pause the referral experiment until tracking is fixed.

Status by team

Team	Done this week	Next week	Risk
Design	Checklist screens, empty states	Mobile layouts	Low
Engineering	Export API, feature flag	Gradual rollout, metrics	Medium: flag cleanup
Support	Help articles drafted	Train the support team	Low

Action items

- [ ] Design: share mobile checklist mock-ups
- [ ] Engineering: add rollout dashboard
- [x] Support: publish export help article
- [ ] Product: write the release note

Notes

- Several users asked for PDF export of reports; collect examples before the next sync.

- Next meeting moves to Tuesday because of the public holiday.