

Context

1 CSV reporting feature

The team is preparing a beta release.

TARGET LAUNCH

2026-02-16

Conditional on completion of accessibility checks.

Not an approved launch commitment.

Decisions

20

**existing
customers
in the beta**

CONFIRMED SCOPE

2

Scheduled exports stay out

Keep automated scheduled exports outside the beta scope.

3

No scope expansion

Do not expand beta scope at this checkpoint.

Open risks

1

Accessibility

Keyboard navigation in the export dialog has not completed accessibility review.

2

Missing CSV rows

CSV export drops rows with an empty optional comment field.

3

Support training

A training session is needed.

Owner: unassigned

Due date: unassigned

No revenue forecast or adoption projection was supplied.

Action owners

OWNER	ACTION	DUE DATE
Maya	Fix the missing-row CSV export bug.	2026-02-06
Leo	Complete the export-dialog accessibility checks.	2026-02-09
Unassigned	Arrange support training.	Unassigned

Next checkpoint

NEXT REVIEW

2026-02-10

**Review findings before
confirming a launch
date.**

1

Review Maya's regression results

2

Review Leo's accessibility findings

**2026-02-16 remains a conditional target,
not an approved launch commitment.**