

Team Weekly Digest

For details on how to use this template, please refer to the companion blog post:

[Weekly Digests to Increase Visibility and Transparency](#)

2021

Q2 2021

Week 16 (19 - 25 April)

For emails:

Completed	• [summary of what the team completed during the week]
In progress	• [summary of what the team worked on, but is still in progress and will overflow into next week]
Blocked	• [summary of what is blocked and/or you need help with]

For easy copy-pasting in Slack:

 Here is a short summary of what we've been working on during the week just ending.

 **Events this week**

- ...

 **Completed**

- **[PROJECT]** Item
 - Sub-item
- **[PROJECT]** Item
 - Sub-item

 **In progress**

- **[PROJECT]** Item
 - Sub-item
- **[PROJECT]** Item
 - Sub-item

 **Blocked**

- **[PROJECT]** Item