

Weekly Sprint Report

The report we send after every weekly demo during a build. It records what was shown, what was decided, what is at risk, and what happens next, so the project has one written record that both sides have read.

At a glance

The short report sent after every weekly demo during a build.

- What was done, decided and demonstrated
- Risks, blockers and metrics
- Next week's plan and what is needed from you

Read in 5 minutes. Reply within two business days or the plan stands.

How to use this report

- **When it arrives.** We send it within 1 business day after the weekly demo (default, adjust per engagement). It is written after the demo, not before, so it reflects what you actually saw.
- **How long it takes.** It is written to be read in about 5 minutes. Sections 04, 05 and 07 are the ones that need your attention.
- **What we need back.** Reply with objections, corrections or questions within 2 business days (default, adjust per engagement). If we hear nothing, the plan in section 07 stands and we proceed on that basis.
- **Where it lives.** Each report is filed with the project so that decisions and risks can be traced back to the week they were raised.

01 Header

Project	
Client	
Sprint number	
Sprint dates (from / to)	
Demo date and time	
Demo recording link	
Attendees, Onebit-AI	
Attendees, client	
Prepared by	

Sent on

Reply requested by

02 This week

Every item we committed to at the start of the sprint appears here, including the ones that did not get done. Status uses three words only. "Done" means demonstrated and accepted in the demo, or backed by evidence you can open. "In progress" means started and carrying into next week. "Blocked" means we cannot proceed without something named in section 05.

ITEM	STATUS	EVIDENCE (LINK TO DEMO TIMESTAMP, TEST RUN, PR, OR ENVIRONMENT)

Illustrative example of a filled row: "Order export to CSV" / Done / demo recording at 04:10, test run #<id>. An item without evidence is not marked Done.

03 Demo summary

What was shown, in 3 to 6 bullets, written after the demo. Each bullet names the feature, what it does now, and anything we said out loud that you should hold us to. If something did not work in the demo, it is stated here, not left out.

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-
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Feedback raised during the demo

Items shown that need your acceptance

04 Decisions taken

Any decision made during the week or at the demo that changes scope, design, priority or approach. We record who made it and what it costs or changes, so that a decision made in a meeting is not lost or later disputed. A decision recorded here and not objected to within the reply window is treated as agreed.

DECISION	WHO	CONSEQUENCE (SCOPE, TIME, COST, OR DESIGN)

If a decision changes the agreed scope or price, it also appears as a change request in section 08. Nothing is built against an unrecorded decision.

05 Risks and blockers

A blocker is stopping work now. A risk may stop work later. Both get an owner and a date. An owner on the client side means we are waiting on you; the due date is the point at which the timeline in section 08 starts to move.

RISK OR BLOCKER	IMPACT	MITIGATION	OWNER	DUE

Risks closed this week

06 Metrics

Numbers we report every week so that trends are visible, not just this week's figure. The first four rows apply to every build. The last three apply to AI work (agents, AIOS components, model-backed features) and are left blank on projects without it. Where a target exists, it comes from the project's definition of done or the acceptance criteria, and we state it in the Target column so the number can be judged.

METRIC	LAST WEEK	THIS WEEK	TARGET	NOTE
Scope completed (% of agreed items)				
Automated tests passing (passed / total)				
Open defects, critical / high				
Open defects, medium / low				
AI: evaluation pass rate (% of eval cases)				
AI: cost per run (currency per completed task)				
AI: p95 latency (seconds, end to end)				

Severity definitions: critical = blocks a release or exposes data; high = a main flow fails with no workaround; medium = a flow fails but a workaround exists; low = cosmetic or minor. The eval set, the cost basis and the latency measurement point are fixed in the project's test plan and do not change mid-build without a decision in section 04.

07 Next week

Planned items

What we commit to demonstrating at the next demo. These become the rows of next week's section 02. If the list changes during the week, the change is recorded in section 04 of the next report.

- ☐ Acceptance:
- ☐ Acceptance:
- ☐ Acceptance:
- ☐ Acceptance:

What we need from you

Inputs, access, decisions or reviews without which the planned items slip. Each has a date. A missed date here is the most common reason a fixed-price timeline moves, so we would rather ask early than report a slip later.

NEEDED FROM THE CLIENT	NEEDED BY	WHY IT MATTERS (WHAT IT BLOCKS)

Next demo date and time

08 Budget and timeline status

One line each, stated plainly. "On track" means we expect to deliver the agreed scope by the agreed date within the agreed price. "At risk" means one of those three is under pressure and we say which and why. "Off track" means we already know one will not hold and a decision is needed. We do not soften the wording: the point of this section is that you are never surprised.

Engagement type

Timeline status (on track / at risk / off track)

One-line reason, if not on track

Budget status (on track / at risk / off track)

One-line reason, if not on track

Agreed delivery date

Current expected delivery date

Time-and-materials only: hours used / hours budgeted

Change requests

Work outside the agreed scope is not started until a change request is recorded here and approved by the client. Each entry states the effect on price and date so that the approval is informed. Small changes with no effect on either can be recorded as "absorbed" but are still listed.

REF	CHANGE REQUESTED	RAISED BY	EFFECT ON PRICE	EFFECT ON DATE	STATUS

Change request status is one of: raised, approved, declined, absorbed. Only approved or absorbed items appear in a later section 02.

Reply window

Objections, corrections and questions on this report are due by the date in section 01. After that date the decisions in section 04 are treated as agreed and the plan in section 07 stands. Defaults in this template (1 business day to send, 2 business days to reply, weekly demo cadence) are what Onebit-AI and the client agree per engagement and can be changed in writing at any time.

Signed for Onebit-AI · name · date

Signed for the client · name · date