

The 7-Minute Brief

Week Ending: July 25, 2025
Prepared For: [Client Name or Executive Name]

Executive Summary

Analysis:

- Tasks completed are steadily increasing, showing improved team throughput.
- Open tickets remain elevated, pointing to support strain from onboarding.
- Cash on hand continues to trend upward, but close monitoring of AP cycles is needed.

Top 5 KPIs Snapshot

KPI	Value	Changes	Status	Notes
Tasks Completed	152	▲ +14%	✅ Improving	Sprint velocity increased with fewer blockers.
Open Support Tickets	47	▼ -6%	⚠ Needs Focus	Backlog easing, but still above target.
Cash on Hand	\$146,000	▲ +5.8%	✅ Stable	Trend positive, but AP cycle review suggested.
Churn Rate	2.3%	▬ 0%	✅ Acceptable	No churn this week. Monitor post-onboarding.
Deployment Frequency	3 per week	▲ +1	✅ On Target	CI/CD pipeline efficiency showing improvement.

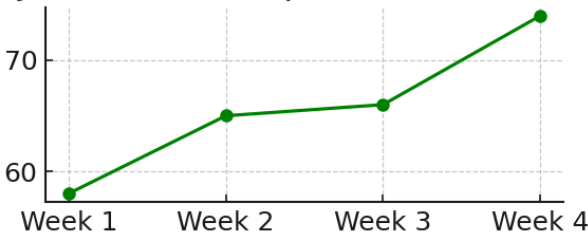
Decisions:

- Maintain sprint pace, evaluate QA support.
- Assign temporary help to reduce ticket queue.
- Review AP timing to ensure August liquidity alignment with growth plans.

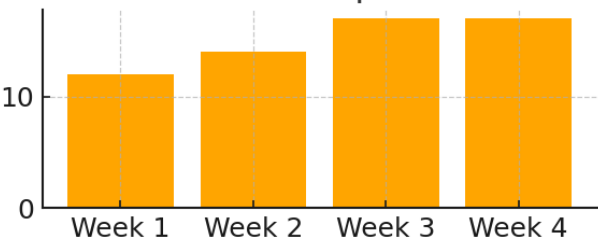
Next Actions:

- Shift QA tasks or add contractor.
- Temp support for ticket triage.
- Review AP prioritization in finance.

Jira: Tasks Completed Over Time



ServicePoint: Open Tickets



QuickBooks: Cash on Hand Trend

