
Group Update

Progress, blockers, decisions

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September 2, 2026

Since last time

- 01 What finished, in a line each. Not what was worked on.
- 02 What moved but did not finish, with the reason.
- 03 What did not start, so it stops being a surprise later.

Blocked

What is stuck, and on whom

- 01 The blocker, named with a person or a system rather than a feeling.
- 02 What was tried already, so nobody suggests it again.
- 03 What would unblock it, phrased as a request.

To decide today

One

decision per meeting, stated as a question with two answers. A meeting that decides nothing was a mailing list.

What this meeting is for

- 01 Ten minutes of progress, so everyone knows what exists.
- 02 Ten minutes of blockers, which is the part that needs the room.
- 03 One decision, taken here rather than deferred to a thread.

Standing numbers

6 weeks

until the submission deadline. Every slide after this one is measured against that date rather than against how busy the week felt.

Summary

Three things to remember

- 01 The finding, in the words you want repeated in the corridor.
- 02 The decision being asked for, if there is one.
- 03 Who to talk to, and by when.

Appendix

- 01 Detail that answers the predictable question.
- 02 The table nobody needs unless they ask.
- 03 Definitions, so an argument about words does not eat the meeting.