

# Feedback

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December 21, 2025 — 77e1b28a

## 1 Trigger

Every week, on Friday.

## 2 Duration

15 minutes.

## 3 Steps

- Gather feedback from team members.
- Review feedback and identify key themes.
- Identify action items based on the feedback.
- Identify a date at which to revisit the feedback and the action items.