NORTHWIND STUDIO · ACTION REGISTER

Open Actions — Product Leadership Group

All actions raised at PLG meetings since 14 March 2026, plus carried items from the FY25 review.

Extracted **26 June 2026**
Review cycle **Fortnightly**
Maintained by **Martin Vance**

18	7	5	3	2	3
TOTAL ACTIONS	OPEN	IN PROGRESS	BLOCKED	OVERDUE	CLOSED THIS CYCLE

ID	ACTION	OWNER	DUE	PRIORITY	STATUS	LAST UPDATE
A-26/41	**Publish revised delivery date for offline sync** Re-scoped plan plus a dependency map for the datastore migration	**Priya Raghunathan** Head of Engineering	26 Jun 2026 in 4 days	P1	IN PROGRESS	24 Jun Draft with the Chair
A-26/42	**Open save plans for the two at-risk enterprise accounts** Weekly updates to PLG until both renewals close	**Sarah Lindqvist** Director, Customer Success	**19 Jun 2026** **overdue**	P1	IN PROGRESS	23 Jun One plan signed, one pending
A-26/43	**Model eight-quarter revenue-recognition impact of the usage tier** Blocked pending a policy read from external audit	**Ben Achterberg** Finance Business Partner	10 Jul 2026 in 18 days	P2	BLOCKED	20 Jun Awaiting Kestrel LLP
A-26/44	**Circulate the component-freeze policy to all product teams** Includes the exception process and the coverage dashboard link	**Tomás Errázuriz** Head of Design	30 Jun 2026 in 8 days	P3	IN PROGRESS	25 Jun Copy in review
A-26/45	**Agree the remediation timetable for the access-review control gaps**	**Martin Vance** Programme Manager	03 Jul 2026 in 11 days	P2	OPEN	18 Jun Raised at PLG
A-26/46	**Book the venue and circulate dates for the September offsite**	**Martin Vance** Programme Manager	24 Jul 2026 in 32 days	P3	OPEN	18 Jun Not started
A-26/38	**Migrate the reporting warehouse to the new schema** Cutover window agreed with Customer Success for a Saturday	**Nadia Farouk** Data & Insights Lead	17 Jul 2026 in 25 days	P1	IN PROGRESS	25 Jun Dry run passed

ID	ACTION	OWNER	DUE	PRIORITY	STATUS	LAST UPDATE
A-26/36	**Renegotiate the CDN contract before auto-renewal** Blocked: vendor will not quote until the volume forecast is final	**Ben Achterberg** Finance Business Partner	**12 Jun 2026** **overdue**	■ P2	BLOCKED	12 Jun Escalated to the Chair
A-26/33	**Retire the legacy billing endpoint** Three customers still calling it; deprecation notices sent	**Priya Raghunathan** Head of Engineering	07 Aug 2026 in 46 days	■ P3	OPEN	11 Jun Notices sent
A-26/31	**Stand up the quarterly pricing-committee charter** Blocked on legal review of the delegation of authority	**Claire Dunmore** General Counsel	31 Jul 2026 in 39 days	■ P3	BLOCKED	09 Jun Counsel on leave
A-26/29	**Publish the FY26 support SLA to the customer trust page**	**Sarah Lindqvist** Director, Customer Success	05 Jun 2026 closed	■ P2	DONE	04 Jun Live, evidence filed
A-26/27	**Complete SOC 2 evidence upload for the access-control domain**	**Martin Vance** Programme Manager	29 May 2026 closed	■ P1	DONE	28 May Accepted by auditor
A-26/24	**Decommission the Frankfurt staging cluster**	**Priya Raghunathan** Head of Engineering	22 May 2026 closed	■ P3	DONE	21 May Cost saving confirmed
A-25/88	**Refresh the disaster-recovery runbook and re-test failover** Carried from the FY25 review; annual test due before year end	**Roland Meier** Chief Technology Officer	30 Sep 2026 in 100 days	■ P2	OPEN	02 Jun Scheduled for Q3
A-25/91	**Consolidate the three regional support inboxes**	**Sarah Lindqvist** Director, Customer Success	16 Oct 2026 in 116 days	■ P3	OPEN	02 Jun Awaiting tooling

OPEN **not started**, owner assigned · IN PROGRESS **work under way** · BLOCKED **needs a decision** or an external input · DONE **closed** and evidenced

■ **P1** critical · ■ **P2** high · ■ **P3** normal

Actions are closed only when the owner has provided evidence to the Secretary. Items blocked for more than two review cycles are escalated to the Chair automatically.