NORTHWIND STUDIO · AGENDA

Quarterly Product Review

Review Q2 delivery against commitments, agree the Q3 shape, and take a decision on the pricing refresh so that Finance can begin the recognition work.

Thursday 12 June 2026
09:30 – 11:05
Harbour Room · hybrid
95 minutes

RUNNING ORDER

09:30 · 5 min

1. Welcome and apologies — ADMIN

Diane Okafor · Chair

Confirm quorum, note apologies, approve the minutes of 14 March.

DESIRED OUTCOME: Previous minutes signed.

09:35 · 20 min

2. Q2 delivery review — UPDATE

Priya Raghunathan · Head of Engineering

Delivery against the sixteen committed epics, root cause of the two carried items, and the revised offline-sync estimate.

DESIRED OUTCOME: Agreement on whether carried items roll forward or are re-scoped.

09:55 · 15 min

3. Customer health and churn signals — UPDATE

Sarah Lindqvist · Director, Customer Success

Quarterly churn, the effect of the new onboarding sequence, and the two enterprise accounts flagged at risk.

DESIRED OUTCOME: Save plans mandated for at-risk accounts.

10:10 · 10 min

Break

10:20 · 25 min

4. Pricing and packaging refresh — DECISION

Ben Achterberg · Finance Business Partner

Three modelled scenarios with expansion-revenue and cannibalisation estimates. Paper 3 in the pre-reads carries the full workings.

DESIRED OUTCOME: A scenario chosen, or a clear list of what is still missing.

10:45 · 10 min

5. Design system consolidation — DISCUSSION

Tomás Errázuriz · Head of Design

Coverage now at 82%. Proposal for a freeze on bespoke components until coverage passes 95%.

DESIRED OUTCOME: Freeze approved or amended.

10:55 · 5 min

6. Audit readiness update — NOTING

Josef Halloran · Kestrel LLP

Evidence collection status and the two identified control gaps. For noting only.

11:00
5 min

7. Any other business and close ADMIN

Diane Okafor · Chair

DESIRED OUTCOME: Actions read back and owners confirmed.

PRE-READS

1. **Paper 1 — Q2 delivery scorecard** — Epic-level status with variance commentary (4 pp)
2. **Paper 2 — Customer health dashboard, Q2** — Churn, expansion and NPS by segment (3 pp)
3. **Paper 3 — Packaging scenarios A/B/C** — Modelled revenue and full assumptions appendix (11 pp)
4. **Paper 4 — Design system coverage report** — Component inventory and surface coverage (2 pp)
5. **Minutes of 14 March 2026** — For approval at item 1 (5 pp)

Please read before the meeting; papers will not be presented in the room.

LOGISTICS

IN THE ROOM

Harbour Room, 3rd floor
42 Harbor Lane, Portland
Visitors sign in at reception; lift access needs a day pass.

JOINING REMOTELY

Northwind Meet
Meeting ID 418 220 9077
Passcode 614903
Dial-in +1 (555) 010-4242

HOUSEKEEPING

Chair: **Diane Okafor**
Minutes: **Martin Vance**
Coffee and pastries from 09:15; no lunch.

Items not reached by 11:05 will be carried to the September meeting. Requests to add an item must reach the Secretary at least three working days in advance.