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MEETING NOTES

TEMPLATES

MEETING MINUTES

SUBJECT: Project Update Meeting
PLACE: Virtual Meeting (Zoom)

DATE: August 23, 2023
TIME: 10:00 AM – 11:00 AM

AGENDA:

1. Project Update
2. Task Assignments
3. Design Review
4. Marketing Strategy
5. Next Steps

MINUTES TAKEN BY:

John Smith

ATTENDEES:

- John Smith (Project Manager)
- Emily Johnson (Team Lead)
- Michael Williams (Developer)
- Lincoln Barnes (Developer)
- Fernando Scott (Designer)
- Sarah Davis (Designer)
- Alex Lee (Marketing)

MEETING NOTES

1. Project Update:

John Smith provided an overview of the project's current status. He mentioned that the development phase is nearing completion, with only minor bug fixes remaining.

2. Task Assignments:

Emily Johnson discussed the remaining tasks to be completed before the final delivery. She assigned the remaining bug fixes to Michael Williams and the last design tweaks to Sarah Davis.

3. Design Review:

Sarah Davis presented the latest design updates, showcasing the improvements made based on the previous feedback. The team praised the new elements and agreed that the changes align well with the project's goals.

4. Marketing Strategy:

Alex Lee shared the marketing strategy for the upcoming project launch. He outlined the key points of the marketing campaign, including social media teasers and a targeted email newsletter.

5. Next Steps:

John Smith summarized the meeting's outcomes and laid out the next steps.

ACTION ITEM	IN-CHARGE	COMPLETION DATE	STATUS
Address the remaining bug fixes	Michael Williams	August 28	Open
Implement tweaks and finalize design	Sarah Davis	August 30	Open
Initiate the social media campaign	Alex Lee	September 1	Open

Meeting Note Template

Ian Pickup



Meeting Note Template:

Decoding **Meeting Note Template**: Revealing the Captivating Potential of Verbal Expression

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