**Project Alpha Weekly Sync Up meeting (2023-12-04 10:20 GMT+2) - Transcript**

# **Attendees**

Alice Johnson (Project Manager)

Bob Smith (Lead Developer)

Carol Lee (UI/UX Designer)

David Brown (Marketing Specialist)

**Absent**

Emily White (Quality Assurance)

# **Transcript**

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**Alice:** Alright, team, let’s get this meeting started. First up, Project Alpha. Where are we at?

**Bob:** Yeah, so the dev team’s on track with the sprint goals. No major hiccups.

**Alice:** Great. Next, last week's action items. Carol?

**Carol:** The UI mockups are done. Sent them to everyone last Thursday.

**Alice:** Thanks, Carol. Emily’s not here, but she was supposed to do QA testing. We need to follow up on that.

**[Shuffling papers]**

**Alice:** Okay, moving on. Carol, you had some designs to show us?

**Carol:** Yep, here are three new proposals for the app interface. [Papers rustling]

**Bob:** I like the second one, but can we tweak the color scheme?

**Carol:** Sure, I can work on that.

**Alice:** Sounds like we’re all agreeing on Proposal 2 with Bob’s changes. Now, the marketing strategy for next quarter. David?

**David:** [Shuffling papers] So, we’re focusing on digital campaigns. I’ve outlined the main strategies here…

**[Indistinct murmuring]**

**Alice:** Good input, everyone. We’ll make those adjustments. Lastly, miscellaneous items. Holiday schedule?

**Bob:** When’s the office closing for Christmas?

**Alice:** I’ll send out the holiday schedule later today. Also, we should plan a team-building event next quarter.

**[General agreement]**

**Alice:** Alright, decisions made today: We’re going with Proposal 2 for the app, with Bob’s modifications. The marketing strategy is set, pending the discussed changes.

**Alice:** Action items: Bob, integrate the design into the next sprint, due December 10.

Carol, modify Proposal 2, resend by December 5. David, finalize the marketing plan, share by December 7. I’ll follow up with Emily and plan the team-building event. Deadlines are December 4 and January 15.

Meeting ended after 00:03:06 👋