Project Alpha: Quarterly Strategic Sync: Minutes

Saturday February 14th, 2026

Attended:	Alice Smith, Bob Jones
Absent:	Charlie Davis, Joe Bloggs
Mentioned:	Caroline Terquem [External Consultant]

Actions Assigned

Team Spiffy Tapir
Alice, Charlie, Caroline

1. Draft the questionnaire for the focus group.

Team Stellar Bunny
Bob, Alice

1. Finalize the cloud resource budget by Friday.

Charlie Davis
In Team Spiffy Tapir

1. Perform a deep dive into the January engagement metrics.

Bob Jones
In Team Stellar Bunny

1. Investigate API integrations for the new workspace.

Alice Smith
In Team Stellar Bunny, Spiffy Tapir

1. Schedule the follow-up sync with the stakeholders.

Questions Asked

1. Should we implement the adaptive survey model now or in Q3? [Source: User Engagement & Analytics]

Decisions Made

1. The migration is approved to proceed to the staging phase. [Source: System Architecture]

2. Decision: All project-related files must be moved to the secure vault by EOD. [Source: Logistics]

3. The next quarterly review is tentatively set for June. [Source: Closing]

Minutes

1 System Architecture

- Bob presented the new microservices architecture.
  - The team expressed concerns regarding the legacy database bridge.
    We must ensure backward compatibility for at least 6 months.

Decision made: The migration is approved to proceed to the staging phase.

Action assigned: Bob/ Alice Finalize the cloud resource budget by Friday.

2 User Engagement & Analytics

- Alice summarized the goals for the upcoming user study:
  - To identify churn triggers in the onboarding flow.
  - To measure the impact of the new UI on mobile users.

Question asked: Should we implement the adaptive survey model now or in Q3?

Action assigned: Alice/ Charlie/ Caroline Draft the questionnaire for the focus group.

Action assigned: Charlie Perform a deep dive into the January engagement metrics.

3 Logistics

- Discussion regarding the move from legacy chat to a unified platform.

Action assigned: Bob Investigate API integrations for the new workspace.

Decision made: Decision: All project-related files must be moved to the secure vault by EOD.

4 Closing

- The "Rematch" session is scheduled for next Thursday.

Action assigned: Alice Schedule the follow-up sync with the stakeholders.

Decision made: The next quarterly review is tentatively set for June.