**Meeting Report**

**Meeting Title:** Weekly Team Meeting  
**Date:** 15/03/2025  
**Time:** 10:00 AM - 11:30 AM  
**Location:** Conference Room A / Zoom  
**Attendees:** John Doe, Jane Smith, Michael Lee, Sarah Connor  
**Meeting Facilitator:** John Doe

### **Agenda (Date: 15/03/2025):**

1. Project Updates & Progress Review
2. Discussion on Upcoming Deadlines
3. Resource Allocation & Budget Updates
4. Open Forum for Team Concerns

### **Discussion Summary (Date: 15/03/2025):**

**1. Project Updates & Progress Review**Each team member provided an update on their assigned tasks. The development team reported 80% completion, with testing scheduled for next week. No major blockers identified.

**2. Discussion on Upcoming Deadlines**The marketing campaign launch deadline remains 01/04/2025. Content creation is in progress, and the design team will finalize creatives by 25/03/2025.

**3. Resource Allocation & Budget Updates**The finance department confirmed budget approval for additional testing tools. Allocation for hiring a part-time QA specialist is under review.

**4. Open Forum for Team Concerns**Team members raised concerns about workload distribution. Management agreed to review task assignments to balance the workload efficiently.

### **Action Items & Responsibilities (Updated on: 15/03/2025):**

| **Task** | **Assigned To** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Finalize marketing materials | Jane Smith | 25/03/2025 | In Progress |
| Complete software testing | Michael Lee | 28/03/2025 | Pending |
| Review workload distribution | Sarah Connor | 20/03/2025 | In Progress |
| Approve QA specialist hiring | John Doe | 22/03/2025 | Pending |

### **Key Decisions (Date: 15/03/2025):**

* No changes to the campaign launch date (01/04/2025).
* Additional resources approved for software testing.
* Task distribution review to address workload concerns.

### **Next Steps & Follow-up Meeting:**

* **Proposed Date for Next Meeting:** 22/03/2025
* **Items to be Discussed:**
  + Progress check on action items
  + Review of workload adjustments
  + Final updates before campaign launch

**Prepared By:** John Doe  
**Date of Report:** 15/03/2025