

Meeting Notes - Project Alpha

Date: 2023-10-26

Attendees: Alice, Bob, Charlie

Agenda:

1. Review Q3 performance.
2. Discuss roadmap for Q4.
3. Assign tasks for the new feature launch.

Action Items:

- Alice to finalize the design mockups by Friday.
- Bob to set up the CI/CD pipeline.
- Charlie to draft the user documentation.