Meeting Protocol

Date: 2025-10-21

Participants: John, Anna

# Meeting Summary

In the course of the discussed meeting, it was agreed that John and Anna would collaborate on the completion of an outstanding report. Anna committed to sending a draft of her work by the subsequent day, aiming for its finalization no later than Friday. Key topics of discussion in this context included the report's content and deadlines for delivery.

# Action Items

- John: Finish the report (Due: Friday)

- Anna: Send the draft (Due: Tomorrow)