**Meeting – mid December**

Virtual

**Attendance**

John

Niko

Tom

Joe

**Agenda**

1. Provide an update
2. Review and discuss implementation of project documentation
3. Provide timeline for following deliverables

Identified areas for improvement in communication

**Summary**

**Project Documentation Review**

* The team went through the current project documentation.
* John highlighted a few issues with wording and phrasing in the documentation:
  + Areas requiring clarification were addressed during the meeting.
  + Adjustments were made to ensure better clarity and consistency in the document.

**Next Steps**

* Use the finalized project document as a foundation to create a PowerPoint presentation before the next meeting.
* Focus on summarizing key points from the document for presentation purposes.

**Improvement Areas**

* **Communication with John:**
  + Ensure clearer and more consistent communication with John moving forward.
  + Schedule regular check-ins or updates to keep all parties aligned.