Here's a sample Confluence page for documenting a team meeting with action items:

Team Meeting - June 27, 2024

Attendees

- Jane Smith (Engineering Lead)
- John Doe (Product Manager)
- Sarah Johnson (UX Designer)
- Mike Williams (QA Lead)
- Lisa Brown (Marketing Manager)

Agenda

1. Project status updates
2. Discussion of current issues
3. Action items and next steps

Project Status Updates

Mobile App Development

- Backend API 80% complete
- UI design finalized for main screens
- QA testing started on completed features

Website Redesign

- New homepage mockup approved
- Content migration 50% complete
- SEO audit in progress

Current Issues

Issue 1: Performance bottleneck in mobile app

- Users reporting slow load times on product listing pages
- Initial investigation shows database queries need optimization

Discussion:

- John suggested caching frequently accessed data
- Mike recommended running more detailed performance tests
- Sarah proposed simplifying the UI to reduce data load

Issue 2: Delay in marketing campaign launch

- Creative assets not finalized
- Messaging still needs approval from legal team

Discussion:

- Lisa explained the bottleneck with legal review process
- Team agreed to escalate to VP of Marketing for assistance
- Proposed adjusting timeline if delays continue

Action Items

Item	Assignee	Due Date
Optimize database queries for product listings	Jane	July 5, 2024
Run detailed performance tests on mobile app	Mike	July 3, 2024
Create simplified UI mockup for product listings	Sarah	July 7, 2024
Schedule meeting with VP of Marketing re: campaign delays	Lisa	June 29, 2024
Follow up with legal team on marketing approval status	John	June 30, 2024

Next Steps

- Follow-up meeting scheduled for July 10, 2024
- Daily standup calls to track progress on action items
- John to send out updated project timeline by end of week

Additional Notes

- Team morale remains high despite challenges
- Positive customer feedback received on latest app update
- Potential need to hire additional developer - to be discussed next meeting