

Test PDF Document

Meeting Notes - Product Planning

Date: October 18, 2025

Attendees: Development Team, Product Manager, CTO

Agenda:

1. Review current sprint progress
2. Discuss new feature requirements
3. Plan next quarter roadmap

Discussion Points:

Sprint Progress:

- PDF ingestion service completed and deployed
- Multi-tenant architecture implemented successfully
- All test cases passing
- Documentation completed

New Features:

- Add document search functionality
- Implement user authentication
- Create admin dashboard
- Add analytics and reporting

Next Quarter Goals:

- Scale to support 1000+ tenants
- Improve processing speed by 50%
- Add support for more document types
- Implement advanced AI features

Action Items:

- Setup monitoring and alerting
- Conduct security audit
- Prepare production deployment

- Create user training materials