

Minutes of Meeting

Meeting Title: Project Status Update Meeting

Date: March 30, 2025

Time: 10:00 AM – 11:00 AM

Venue: Conference Room 1 / Online (Zoom)

Attendees:

- Shiv Akash (Chairperson)
- John Doe (Project Manager)
- Jane Smith (Lead Developer)
- Emily Johnson (Marketing Head)
- Mark Brown (Finance Manager)
- David Lee (Operations)

Agenda:

1. Project progress update
2. Key challenges and roadblocks
3. Upcoming deadlines and milestones
4. Budget and financial considerations
5. Action items and next steps

Discussion Points:

1. **Project Progress Update:**
 - John Doe presented the latest progress on the development phase.
 - 80% of the backend development is complete, with front-end development at 60%.
 - QA testing is scheduled to begin next week.
2. **Key Challenges and Roadblocks:**
 - Jane Smith highlighted a delay due to API integration issues.
 - Technical team working on resolving the compatibility problems.
 - Emily Johnson raised concerns about marketing alignment with product release.
3. **Upcoming Deadlines and Milestones:**
 - Beta testing: April 15, 2025
 - Final launch: May 30, 2025
 - Marketing campaign launch: May 1, 2025

Meeting Adjourned: 11:00 AM

Minutes Prepared by: Shiv Akash

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