

# Meeting Summary – meeting-1764485982948

**Date:** 30 Nov 2025

## Summary of Discussion

- Alice: We will deliver the sales deck by 2025-12-01.
- Action: Rohit (rohit@example.com) will prepare the slides.
- Bob: Please assign someone to check the budget.

## Extracted Action Items

1. Alice: We will deliver the sales deck by 2025-12-01.  
Owner: We@example.com; Due: 2025-12-01
2. Action: Rohit (rohit@example.com) will prepare the slides.  
Owner: rohit@example.com; Due: Not specified
3. Bob: Please assign someone to check the budget.  
Owner: Not assigned; Due: Not specified
4. Carol: Todo: schedule follow-up meeting next week.  
Owner: Not assigned; Due: 2025-11-30
5. David: Action: Anu (anu@example.com) to confirm the vendor details by 2025-11-30.  
Owner: anu@example.com; Due: 2025-11-30

## Tasks Created

- ISSUE-ae966a28 — Alice: We will deliver the sales deck by 2025-12-01. (Owner: We@example.com; Due: 2025-12-01)
- ISSUE-8e3145ac — Action: Rohit (rohit@example.com) will prepare the slides. (Owner: rohit@example.com; Due: Not specified)
- ISSUE-52f83b15 — Bob: Please assign someone to check the budget. (Owner: No owner; Due: Not specified)
- ISSUE-fce881b7 — Carol: Todo: schedule follow-up meeting next week. (Owner: No owner; Due: 2025-11-30)
- ISSUE-8250fe41 — David: Action: Anu (anu@example.com) to confirm the vendor details by 2025-11-30. (Owner: anu@example.com; Due: 2025-11-30)

## Notifications Sent

- Issue ISSUE-ae966a28 -> status: sent
- Issue ISSUE-8e3145ac -> status: sent
- Issue ISSUE-8250fe41 -> status: sent