

Meeting Summary – meeting_20-11-2025

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-b0986a9b — Alice: We will deliver the sales deck by 2025-12-01. (Owner: We@example.com; Due: 2025-12-01)
- ISSUE-9dcfd602 — Action: Rohit (rohit@example.com) will prepare the slides. (Owner: rohit@example.com; Due: Not specified)
- ISSUE-b464c969 — Bob: Please assign someone to check the budget. (Owner: No owner; Due: Not specified)
- ISSUE-91229b68 — Carol: Todo: schedule follow-up meeting next week. (Owner: No owner; Due: 2025-11-30)
- ISSUE-aac413e3 — 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-b0986a9b -> status: sent
- Issue ISSUE-9dcfd602 -> status: sent
- Issue ISSUE-aac413e3 -> status: sent