Product Team Sync - May 15, 2023

Attendees

- Sarah Chen (Product Lead)
- Mike Johnson (Engineering)
- Anna Smith (Design)
- David Park (QA)

Agenda

1. Sprint Review

- Completed Features
- User authentication flow
- Dashboard redesign
- Performance optimization
  - Reduced load time by 40%
  - Implemented caching solution
- Pending Items
- Mobile responsive fixes
- Beta testing feedback integration

2. Current Challenges

- Resource constraints in QA team
- Third-party API integration delays
- User feedback on new UI
- Navigation confusion
- Color contrast issues

3. Next Sprint Planning

- Priority Features
- Payment gateway integration
- User profile enhancement
- Analytics dashboard
- Technical Debt
- Code refactoring
- Documentation updates

Action Items

- ☐ **@sarah**: Finalize Q3 roadmap by Friday
- ☐ **@mike**: Schedule technical review for payment integration
- ☐ **@anna**: Share updated design system documentation
- ☐ **@david**: Prepare QA resource allocation proposal

Next Steps

- Schedule individual team reviews
- Update sprint board
- Share meeting summary with stakeholders

Notes

- Next sync scheduled for May 22, 2023
- Platform demo for stakeholders on May 25
- Remember to update JIRA tickets

Meeting recorded by: Sarah Chen
Duration: 45 minutes