Product Development Meeting - Minutes

Date: January 3, 2024
Time: 2:00 PM - 3:30 PM
Location: Conference Room B / Virtual

ATTENDEES:
- Sarah Johnson (Product Manager)
- Mike Chen (Lead Developer)
- Emily Rodriguez (UX Designer)
- David Kim (QA Manager)
- Lisa Wang (Marketing)

AGENDA:
1. Q1 2024 Product Roadmap
2. User Feedback Review
3. Feature Prioritization
4. Timeline Discussion

DISCUSSION POINTS:

1. Q1 2024 Product Roadmap
Sarah presented the proposed roadmap for Q1. Key features include:
- Enhanced search functionality
- Mobile app improvements
- New analytics dashboard
- API rate limiting improvements

2. User Feedback Review
Emily shared insights from recent user surveys:
- 87% satisfaction rate
- Top request: Better mobile experience
- 23% want dark mode
- Performance improvements needed for large datasets

3. Feature Prioritization
Team voted on priority features:
HIGH: Mobile optimization, Performance improvements
MEDIUM: Analytics dashboard, Dark mode
LOW: Additional integrations

4. Timeline Discussion

Agreed timeline:

- Week 1-2: Design phase
- Week 3-6: Development
- Week 7-8: Testing
- Week 9: Release

ACTION ITEMS:

- Mike: Create technical specifications by Jan 10
- Emily: Complete UX mockups by Jan 12
- David: Prepare test plan by Jan 15
- Lisa: Draft release announcement by Jan 20

NEXT MEETING: January 17, 2024 at 2:00 PM