

	Meeting Date	Subject	Key Decision Made	Action Item	Assigned To	Deadline	Status
	20/01/25	Q1 Marketing Sync	Approved Canva templates	Finalize Social Graphics	Graphics Team	25/01/25	In Progress
	22/01/25	Data Security Audit	Switched to LastPass	Update all passwords	Admin (Stephanie)	23/01/25	Completed
	24/01/25	Outreach Strategy	Target US Fortune 500	Upload Lead List to CRM	Sales Team	26/01/25	Pending