

	<b>Meeting Date</b>	<b>Subject</b>	<b>Key Decision Made</b>	<b>Action Item</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Status</b>
	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