# Meeting Memory: AI Meeting Assistant

## Meeting Summary

**Meeting Title:** Week1 Problem 3 Messy Meeting Transcript **Date & Time:** 2025-04-28 00:00 - 00:00

**Duration:** Unknown **Participants:** PM, Engineer\_1, QA, Engineer\_2, Designer, Product Lead, Marketing, Data

**Location/Platform:** Imported CSV Transcript

## Executive Summary

The meeting focused on prioritizing tasks for sprint 19, addressing issues with the login flow, onboarding redesign, analytics migration, and test coverage. Key outcomes included plans to clarify task ownership, update configurations, and a commitment to summarize and assign actions in Slack.

## Key Discussion Points

### Topic 1: Login Flow Issues

**Brief summary of discussion**

The login flow is intermittently failing on mobile due to a timeout error.

**Key insights shared**

• Passed 4 out of 5 tests; last one failed due to timeout

**Questions raised**

• Should the issue be marked as P1 or P2?

### Topic 2: Onboarding Redesign

**Brief summary of discussion**

Discussion on the onboarding redesign, which is not officially in the sprint but was requested by marketing.

**Key insights shared**

• Launch was postponed, possible to include in sprint

**Questions raised**

• Do we need specs locked today for onboarding?

### Topic 3: Analytics Migration Ownership

**Brief summary of discussion**

There was confusion over who is responsible for the analytics migration.

**Key insights shared**

• Product initially led, now Data is responsible

**Questions raised**

• Who owns the analytics migration?

### Topic 4: Test Coverage Report

**Brief summary of discussion**

The test coverage report is overdue due to configuration changes.

**Key insights shared**

• Report should be auto-generated, but config was changed

**Questions raised**

• Why is the test coverage report empty?

### Topic 5: Dashboard Revamp

**Brief summary of discussion**

Discussion about potentially removing the dashboard revamp from the sprint.

**Key insights shared**

• Feature flag testing is halfway done

**Questions raised**

• Can we remove the dashboard revamp from this sprint?

## Decisions Made

| Decision | Owner | Timestamp | Context |
| --- | --- | --- | --- |
| Mark login flow issue as P2 priority | Engineer\_2 | 00:53 | Login Flow Issues |

## Action Items

| Task | Assignee | Deadline | Priority | Status | Notes |
| --- | --- | --- | --- | --- | --- |
| Create Jira ticket for analytics migration ownership | PM | 2025-05-05 | High | Pending | Created during sprint planning |

## Follow-up Requirements

**Topics deferred to future discussion:**

• Onboarding redesign specifications

• Clarification of analytics migration ownership

**Resources to be shared after the meeting:**

• Jira ticket for analytics migration ownership

• Logs from Engineering for QA signoff

## Sentiment Analysis

**Meeting tone:** Professional

**Engagement level:** Medium

**Key concerns raised:** Confusion over task ownership and deadlines, technical issues with the login flow and test coverage

## Transcript Highlights

*"If we’re doing onboarding, we need specs locked today."* - Engineer\_1, 01:56

*"Let’s add a Jira ticket to clarify ownership."* - PM, 03:00

*"Please include deadlines this time."* - Marketing, 06:11

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