

# Minutes of Meeting

Date: 12th August 2025

Time: 10:00 AM – 11:30 AM

Venue: Conference Room 2, Acme Corporation

## Attendees:

- John Doe (Project Manager)
- Priya Sharma (Business Analyst)
- Michael Lee (Software Engineer)
- Ananya Gupta (HR Representative)

## Agenda:

1. Review of Q2 sales performance
2. Budget allocation for upcoming marketing campaign
3. Hiring plan for 2025 Q4

## Discussion Points:

- John Doe highlighted that revenue increased by 15% compared to Q1.
- Priya Sharma suggested allocating ₹5,00,000 for digital marketing.
- Michael Lee updated that the new AI module will be deployed by September 2025.
- Ananya Gupta proposed hiring 3 new interns from IIT Delhi.

## Decisions Taken:

- Budget of ₹5,00,000 approved for marketing.
- AI module deployment deadline: 30th September 2025.
- Recruitment drive to start in October 2025.

Next Meeting: 5th September 2025 at 3:00 PM