# Product Team Sync - May 15, 2023

## Attendees

• Sarah Chen (Product Lead)

• Mike Johnson (Engineering)

• Anna Smith (Design)

• David Park (QA)

## Agenda

### 1. Sprint Review

• Completed Features

• User authentication flow

• Dashboard redesign

• Performance optimization

• Reduced load time by 40%

• Implemented caching solution

• Pending Items

• Mobile responsive fixes

• Beta testing feedback integration

### 2. Current Challenges

• Resource constraints in QA team

• Third-party API integration delays

• User feedback on new UI

• Navigation confusion

• Color contrast issues

### 3. Next Sprint Planning

• Priority Features

• Payment gateway integration

• User profile enhancement

• Analytics dashboard

• Technical Debt

• Code refactoring

• Documentation updates

## Action Items

* @sarah: Finalize Q3 roadmap by Friday
* @mike: Schedule technical review for payment integration
* @anna: Share updated design system documentation
* @david: Prepare QA resource allocation proposal

## Next Steps

• Schedule individual team reviews

• Update sprint board

• Share meeting summary with stakeholders

## Notes

• Next sync scheduled for May 22, 2023

• Platform demo for stakeholders on May 25

• Remember to update JIRA tickets

**Meeting recorded by: Sarah Chen**

**Duration: 45 minutes**