

**MEETING TITLE:**

Launch Readiness Alignment

**DATE:**

Not specified

**ONE-LINE PURPOSE:**

Align on next steps for launch readiness and confirm shipping scope.

**EXECUTIVE SNAPSHOT:**

The team discussed the final feature scope, test report, and marketing messaging to ensure a smooth launch. The engineering team will deliver an updated test report by Wednesday, pending receipt of the final scope. Marketing will finalize messaging and draft the launch email once the scope is locked.

**KEY DECISIONS MADE:**

- Final feature scope to be circulated by James

Owner: James

Effective: Friday

- Engineering to deliver updated test report by Wednesday

Owner: Theo (Engineering)

Effective: Wednesday

**ACTION ITEMS & NEXT STEPS:**

Task	Due
Lock final scope and share with marketing (Dependencies: Circulation of final feature scope)	Not specified
Finalize marketing messaging and draft launch email (Dependencies: Receipt of locked final scope)	Not specified

**OPEN QUESTIONS & UNRESOLVED ISSUES:**

None

**RISKS, CONCERNS, & CONSTRAINTS:**

- Potential rework if scope is not locked in time

Severity: Med

Owner: Theo (Engineering)

Mitigation: Deliver updated test report by Wednesday

## **IMPORTANT CONTEXT & RATIONALE:**

None

## **KEY METRICS, DATES, & MILESTONES MENTIONED:**

- Final feature scope circulation

Value/Date: Friday morning

Notes: By James

- Engineering test report delivery

Value/Date: Wednesday

## **FOLLOW-UP CADENCE:**

- Next check-in date/time (if stated; otherwise “Not specified”): Monday

- What will be covered: Updates on progress and completion of tasks