MEETING TITLE (infer from transcript in 3–7 words):

Q2 Planning Meeting

DATE (if mentioned; otherwise "Not specified"):

March 15th, 2024

ONE-LINE PURPOSE:

Align on Q2 initiatives and make go/no-go decisions

EXECUTIVE SNAPSHOT (TL;DR) (2–4 sentences):

The team discussed and decided to prioritize API v2 for April 1st launch, defer mobile app to May 15th with offline sync, and push analytics dashboard to Q3. This decision was made to secure the $500K enterprise deal and stay within budget.

KEY DECISIONS MADE:

- Decision: API v2 launches on April 1st

Owner: James

Effective date (if any): April 1st, 2024

- Decision: Mobile app launches on May 15th with offline sync

Owner: Theo

Effective date (if any): May 15th, 2024

- Decision: Analytics dashboard moves to Q3

Owner: Carter

Effective date (if any): Q3, 2024

ACTION ITEMS & NEXT STEPS:

Task	Due
James finalizes API v2 documentation by March 22nd	March 22nd, 2024
Theo completes mobile app offline sync by May 1st	May 1st, 2024
Olivia coordinates enterprise customer migrations starting March 25th	March 31st, 2024

Sam closes the $500K deal by March 31st	March 31st, 2024
Bobby updates all marketing materials by March 20th	March 20th, 2024
Lena completes GDPR review by April 15th	April 15th, 2024
Priya provides updated Q2 budget forecast by March 18th	March 18th, 2024

OPEN QUESTIONS & UNRESOLVED ISSUES:

- Question/Issue: What happens if the $500K deal doesn't close by March 31st?

Owner: Carter

Target resolution date (if any): Not specified

- Question/Issue: Do we still proceed with API v2 launch if the deal doesn't close?

Owner: James

Target resolution date (if any): Not specified

RISKS, CONCERNS, & CONSTRAINTS:

- Risk/Concern/Constraint: Missing April 1st API v2 deadline loses all three enterprise deals

Severity (Low/Med/High): High

Owner (if any): Carter

Mitigation/Next step (if any): Add weekly checkpoints to track API v2 progress

- Risk/Concern/Constraint: Mobile app delay beyond May 15th impacts Q2 revenue targets

Severity (Low/Med/High): Med

Owner (if any): Theo

Mitigation/Next step (if any): Add buffer time for mobile app development

- Risk/Concern/Constraint: Analytics dashboard deferral might cause customer churn in enterprise tier

Severity (Low/Med/High): Low

Owner (if any): James

Mitigation/Next step (if any): Communicate Q3 timeline proactively to enterprise customers

IMPORTANT CONTEXT & RATIONALE (WHY WE CHOSE THIS):

- Tradeoff/Constraint: Prioritizing revenue protection over feature completeness

Rationale (1 sentence max): Data-driven decisions based on revenue impact and technical feasibility

KEY METRICS, DATES, & MILESTONES MENTIONED:

- Item (metric/date/milestone): API v2 migration completion rate target

Value/Date: 80% by April 15th, 2024

Notes (optional, 1 line): None

- Item (metric/date/milestone): Mobile app beta signups

Value/Date: 1,000 by May 1st, 2024

Notes (optional, 1 line): None

- Item (metric/date/milestone): Q2 revenue target

Value/Date: $2.5M

Notes (optional, 1 line): None

FOLLOW-UP CADENCE:

- Next check-in date/time (if stated; otherwise "Not specified"): Monday March 18th at 9am

- What will be covered: API v2 progress, budget forecast, and risk dashboard