

Meeting Notes - March 1, 2024

Attendees:

- John Smith (JS)
- Mary Johnson (MJ)
- David Williams (DW)

Agenda:

Project Update
Budget Discussion
Action Items

Summary:

Project Update:

- JS provided an overview of the current project status.
- MJ inquired about the timeline for Phase 2, and JS mentioned a potential delay due to unforeseen issues.
- DW proposed a weekly progress meeting to address challenges and ensure timely completion.

Budget Discussion:

- MJ presented the current budget report, highlighting areas of overspending.