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 **Meeting Title:** Product Strategy Sync

 **Date:** July 5, 2025

 **Time:** 10:00 AM - 11:00 AM

Participants:

- Alice (Product Manager)
 - Bob (Engineering Lead)
 - Carol (Designer)
 - Dave (QA)
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Transcript:

Alice: Good morning everyone. Let's start with a quick review of last week's action items.

Bob: We completed the API integration by Thursday, but we hit a few snags with third-party dependencies.

Carol: The UI mockups for the mobile app redesign are ready. I'll share them on Figma.

Dave: We ran partial regression tests. Full suite will be completed by end of day today.

Alice: Great. Let's plan for a feature freeze by July 15th. Bob, can you make sure all backend changes are in by then?

Bob: Yes, that's doable.

Alice: Carol, you'll need to finalize all UI updates by the 12th.

Carol: Sure, I'll schedule an internal review on the 10th.

Dave: I'll start preparing the test cases for new features and ensure documentation is updated.

Alice: Perfect. That's it for today.