

Meeting Title: Weekly Sync - Project Orion

Date: 2025-02-19 02:00 PM

Location: Conference Room B / Zoom

Attendees:

- Alice Johnson (Team Beta)
- Robert Lee (Team Beta)
- Karen Davis (Team Gamma)
- Steve Martin (Team Delta)

Agenda:

1. Review Project Orion progress.
2. Identify blockers and assign tasks.
3. Discuss client feedback.
4. Plan the upcoming sprint.

Minutes:

- Alice summarized progress; design is 80% complete.
- Robert identified a performance bottleneck; Karen and Steve to optimize.
- Client feedback: design is satisfactory, UI improvements needed.
- Action Items: Optimize algorithms by 2025-02-25; design team to propose UI changes by 2025-02-23.

Meeting ended at 03:15 PM.