PROJECT SKYLARK - STEERING COMMITTEE MINUTES

Date: November 20, 2025

Location: Conference Room B / Zoom

Attendees:
- Sarah Chen (CTO, TechCorp)
- Michael Ross (Project Manager, GlobalSolutions)
- David Kim (Lead Architect)

Agenda:
1. Review of Phase 1 progress.
2. Discussion of timeline adjustments.
3. Security compliance updates.

Meeting Notes:
- Michael reported that initial database schema design took longer than anticipated due to legacy data complexity.
- The team requested a timeline extension for Phase 1 to ensure proper integration testing.

Decisions:
- The Committee approves the extension of the Phase 1 completion deadline to February 28, 2026. Note: This supersedes the original agreement date.

Action Items:
- Sarah Chen to finalize the new security protocol specifications by December 10, 2025.
- David Kim to schedule a deeper technical review session with the DevOps team by Nov 25, 2025.

Next Meeting:
- December 18, 2025.