# Product Team Sync - May 15, 2023

## Attendees

* **Sarah Chen** (Product Lead)
* **Mike Johnson** (Engineering)
* **Anna Smith** (Design)
* **David Park** (QA)

## Agenda

### 1. Sprint Review

* Completed Features
  + User authentication flow
  + Dashboard redesign
  + Performance optimization
    - Reduced load time by 40%
    - Implemented caching solution
* Pending Items
  + Mobile responsive fixes
  + Beta testing feedback integration

### 2. Current Challenges

* Resource constraints in QA team
* Third-party API integration delays
* User feedback on new UI
  + Navigation confusion
  + Color contrast issues

### 3. Next Sprint Planning

* Priority Features
  + Payment gateway integration
  + User profile enhancement
  + Analytics dashboard
* Technical Debt
  + Code refactoring
  + Documentation updates

## Action Items

* **@sarah**: Finalize Q3 roadmap by Friday
* **@mike**: Schedule technical review for payment integration
* **@anna**: Share updated design system documentation
* **@david**: Prepare QA resource allocation proposal

## Next Steps

* Schedule individual team reviews
* Update sprint board
* Share meeting summary with stakeholders

## Notes

* Next sync scheduled for May 22, 2023
* Platform demo for stakeholders on May 25
* Remember to update JIRA tickets

***Meeting recorded by:*** *Sarah Chen****Duration:*** *45 minutes*