

Meeting Notes - Q4 Planning Session

Date: November 30, 2025

Attendees: Alice, Bob, Charlie, Diana

Key Discussion Points:

1. Budget allocation for new AI initiatives - \$2.5M approved
2. Timeline for product launch moved to March 2026
3. Hiring plan: 5 senior engineers, 2 ML specialists
4. Partnership discussions with CloudTech Inc. ongoing

Action Items:

- Alice: Finalize vendor contracts by Dec 15
- Bob: Complete technical architecture review
- Charlie: Schedule follow-up with legal team
- Diana: Prepare investor presentation draft

Next meeting: December 7, 2030