

MEETING NOTES

Date: 2024-12-15

Title: Q1 Planning Meeting

Attendees: John Doe, Jane Smith, Bob Johnson

Agenda:

1. Review Q4 results
2. Set Q1 objectives
3. Budget allocation

Key Points:

- Q4 exceeded targets by 15%
- Q1 focus: customer acquisition
- Budget approved: \$50,000

Action Items:

- John: Prepare customer survey (Due: 12/20)
- Jane: Draft marketing plan (Due: 12/22)
- Bob: Setup tracking dashboard (Due: 12/25)

Next Meeting: January 5, 2025