

# # MEETING MINUTES

Date: March 10, 2024

Attendees: John Smith, Jane Doe, Bob Johnson

## AGENDA ITEMS

### 1. Project Status Update

- Phase 1 completed successfully
- Phase 2 on track for Q2 delivery

### 2. Budget Review

- Current spend: 75% of allocated budget
- Forecast: Within budget

### 3. Action Items

- John: Finalize requirements document