

Meeting Minutes

Meeting Title:	Project Kick-off Meeting
Date & Time:	September 22, 2025 - 10:00 AM
Location:	Conference Room A / Zoom
Facilitator:	John Doe
Note Taker:	Jane Smith

Agenda

1. Introduction and welcome
2. Project objectives and scope
3. Roles and responsibilities
4. Project timeline
5. Q&A; session

Discussion Notes

- The project will run over six months with three key phases.
- Communication will primarily be handled via Slack and weekly status meetings.

Decisions Made

- Approved project scope and timeline.
- Assigned team leads for each workstream.

Action Items

Action Item	Responsible	Deadline
Set up project repository	Alice Johnson	Sep 25, 2025
Share project plan draft	Bob Lee	Sep 28, 2025
Schedule weekly sync	Jane Smith	Sep 23, 2025