Meeting Minutes

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Meeting Overview

Date & Time: December 15, 2023 | 10:00 AM - 11:30 AM EST

Location: Microsoft Teams Virtual Meeting

Organizer: Sarah Chen, Product Director

Meeting ID: MTG-2023-12-15-001

Participants

Present

Sarah Chen (Product Director)

Mike Johnson (Lead Developer)

Priya Patel (UX Designer)

Absent

None

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Key Discussion Points

Sprint Review

• Current sprint completion: 85%

• Performance metrics achieved

• UI redesign feedback positive

Technical Planning

• Architecture updates approved

• Resource allocation confirmed

• Timeline adjusted for Q1

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Action Items

High Priority

→ Update documentation (Lisa, Dec 22)

→ Technical debt analysis (Mike, Dec 22)

→ User feedback collection (Priya, Dec 22)

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