



MEETING MINUTES

Meeting Title:	Q4 2023 Product Development Strategy Meeting
Date:	December 15, 2023
Time:	10:00 AM - 11:30 AM EST
Location:	Microsoft Teams Virtual Meeting
Meeting Called By:	Sarah Chen, Product Director
Meeting Type:	Regular Product Development Team Meeting

1. Meeting Overview

Purpose of Meeting

Review Q4 progress and align on Q1 2024 product roadmap priorities.

Previous Minutes Review

Previous meeting minutes from November 30th were reviewed and approved. All action items were completed.

Approval of Agenda

Agenda was approved by all participants with no additions.

2. Attendees

Present

Sarah Chen (Product Director)
Mike Johnson (Lead Developer)
Priya Patel (UX Designer)
David Wilson (QA Lead)
Lisa Rodriguez (Scrum Master)



Apologies

Tom Baker (DevOps Engineer) - On planned leave

Absent

None

3. Discussion Points

Key Points Discussed

1. Current sprint progress review
 - 85% of planned stories completed
 - Performance improvements achieved target metrics
 - UI redesign received positive user feedback
2. Technical debt assessment
 - Identified three critical areas needing refactoring
 - Legacy system migration plan reviewed
3. Q1 2024 feature prioritization
 - Mobile app enhancement ranked highest priority
 - API versioning update scheduled for February

Decisions Made

1. Approved allocation of 20% sprint capacity to technical debt
2. Confirmed Q1 roadmap priorities
3. Agreed on new sprint planning format

Voting Results

Technical debt allocation: Unanimous approval (5/5 votes)

4. Action Items

Tasks Assigned

1. Update sprint planning documentation
2. Create technical debt backlog items



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3. Schedule user feedback sessions
4. Prepare Q1 resource allocation plan

Responsibilities

Lisa: Sprint planning documentation
Mike: Technical debt itemization
Priya: User feedback session planning
Sarah: Q1 resource plan

Deadlines

All actions to be completed by December 22, 2023

5. Next Meeting

Date and Time

January 5, 2024, 10:00 AM EST

Location

Microsoft Teams

Preliminary Agenda

1. Q1 kickoff planning
2. Resource allocation review
3. Technical debt implementation plan
4. New team member onboarding update