**MEETING MINUTES**

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| **Meeting Title:** | Q4 2023 Product Development Strategy Meeting |
| **Date:** | December 15, 2023 |
| **Time:** | 10:00 AM - 11:30 AM EST |
| **Meeting Called By:** | Sarah Chen, Product Director |
| **Meeting Type:** | Regular Product Development Team Meeting |
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1. Meeting Overview

Quarterly Review

The quarterly review meeting was held to discuss key performance metrics and address challenges.

2. Attendees

Present

John Doe, Jane Smith, Carlos Martinez, Li Wei, Amara Okafor

Apologies

Absent

3. Discussion Points

Key Performance Metrics

The team discussed key performance metrics and addressed challenges in the Asia-Pacific region.

Sales Figures

Carlos Martinez presented sales figures showing a 15% increase compared to the previous quarter.

Technical Roadmap

Li Wei shared progress on the technical roadmap, stating they are ahead of schedule for the new platform rollout.

Marketing Campaigns

Amara Okafor reported significant results from marketing campaigns this quarter.

Challenges and Action Plan

The team discussed challenges in resource allocation in the Asia-Pacific region and created an action plan to address it.

4. Action Items

Tasks Assigned

Reassign resources to support the Asia-Pacific region.

Responsibilities

Person responsible: John Doe

Deadlines

5. Next Meeting

Date and Time

Preliminary Agenda