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|  | 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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