

Meeting Summary - 2025-08-26

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■ John Smith

Completed the database migration project ahead of schedule. The new system is 30% faster and more reliable. Need to update documentation next week.

■ Sarah Johnson

Finished the UI redesign for the customer portal. User testing showed 25% improvement in user satisfaction. Will deploy to production on Friday.

■ Mike Chen

Fixed critical security vulnerabilities in the authentication system. Implemented two-factor authentication. All tests are passing.

■ Emily Davis

Coordinated with the marketing team on the product launch. Prepared training materials for customer support. Launch scheduled for next month.