

Project Meeting Notes

Date: December 20, 2024

Meeting Attendees: John, Sarah, Mike, Lisa

Agenda:

1. Project status update
2. Upcoming deadlines
3. Resource allocation

Discussion Points:

- The Q4 report needs to be completed by December 31st
- Design mockups should be ready by next Friday
- Code review scheduled for Monday morning at 10 AM
- Budget approval pending from finance team

Action Items:

- John: Complete the database migration by end of week
- Sarah: Review and approve the new UI designs by Tuesday
- Mike: Schedule follow-up meeting with stakeholders
- Lisa: Prepare presentation slides for client demo

Deadlines:

- Database migration: December 22, 2024
- UI design approval: December 24, 2024
- Client demo: December 28, 2024
- Q4 report submission: December 31, 2024

Next Meeting: January 5, 2025 at 2:00 PM

Priority: HIGH

Status: In Progress