**Main Topics Covered:**

* Leadership development and team dynamics.
* Scheduling and structuring meetings.
* Work stream organization and naming conventions.
* Print migration project and related challenges.
* Coordination and responsibilities for upcoming tasks.

**Past Events or Issues Discussed:**

* Adrian Austin’s call and desire to leave the project. 0:15
* Frustration with the growing business admin and work stream folders. 5:07
* Issues with multiple names for the same work stream. 3:57
* UHC incident ticket and validation issues. 9:14

**Upcoming or Future Actions, Events, or Decisions Planned:**

* Scheduling a core small group meeting before involving others like Israel and Lisa. 1:00
* Moving the 2:00 call to 1:30. 1:32
* Booking an hour working session from 1:00 to 2:00 on Monday, Wednesday, Thursday. 2:05
* Creating a master inventory channel in Teams. 4:52
* Daily meetings for the Quadient project. 18:41
* Deploying on the 16th and doing side-by-side comparisons for a week. 21:23

**Contributions and Key Points:**

* Adrian discussed the need to work with the team to their advantage. 0:25
* Gwen suggested moving the 2:00 call to 1:30 and booking an hour working session. 1:32, 2:05
* Beth worked on V lookups against documents from David Pettit and Lisa. 23:21
* Jeff posted instructions and Madhu’s approach to the tracker. 14:07
* Adrian expressed concerns about handling both Quadient and print migration projects simultaneously. 10:06
* Gwen proposed creating a master inventory channel and making it private. 23:44, 24:28

**Decisions Made or Conclusions Reached:**

* Agreement to keep the meeting small and comfortable for Adrian. 10:58
* Decision to cancel the occurrence of the call for the day and set up a new call named “print migration huddle.” 12:12, 12:42
* Agreement to lean on Beth as a program manager until Adrian can fully commit. 17:14
* Decision to move to daily meetings for the Quadient project. 18:41

**Action Items or Follow-Ups:**

* Scheduling - Gwen to move the 2:00 call to 1:30 and book an hour working session. 1:32, 2:05
* Channel Creation - Gwen to create a master inventory channel in Teams. 23:44
* Meeting Setup - Gwen to set up a new call named “print migration huddle” and cancel the current occurrence. 12:12, 12:42
* Daily Meetings - Adrian to adjust the call to daily for the Quadient project. 18:41

**Overall Summary:**

The meeting focused on leadership development, team dynamics, and the need for better coordination and scheduling of meetings. Key issues discussed included Adrian Austin’s desire to leave the project, frustrations with work stream organization, and validation issues with UHC. Future actions included scheduling small group meetings, creating a master inventory channel, and moving to daily meetings for the Quadient project. Key contributors included Adrian, Gwen, Beth, and Jeff, with decisions made to keep meetings small, lean on Beth as a program manager, and adjust the call schedule to daily. Action items were assigned to Gwen and Adrian to facilitate these changes.