

Q4 Planning Meeting

Meeting Transcript

May 22, 2025

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1. Meeting Overview

Meeting Date: May 22, 2025

Duration: 60 minutes

Participants: Team Members, Stakeholders

Meeting Purpose:

- Discuss project progress
- Review action items from previous meeting
- Plan next steps

2. Key Discussion Points

Welcome everyone to our quarterly planning meeting. Let's start with a quick round of introductions.

I'm John, the project manager for the new client portal. We've made great progress on the backend services.

Hi, I'm Sarah from the design team. We've been working on the UI components and have some mockups to share.

2.2 Discussion Point 2

The main challenges we're facing are related to the API response times when handling large datasets.

We've identified three key areas for improvement: database optimization, caching strategies, and frontend pagination.

The timeline for implementing these changes is approximately six weeks, with bi-weekly check-ins.

2.3 Discussion Point 3

Let's break this down into smaller tasks and assign owners for each component.

3. Action Items

Task	Assigned To	Due Date	Status
Task 1	John Doe	2023-12-31	In Progress
Task 2	Jane Smith	2023-12-15	Not Started
Task 3	Team	2024-01-15	Completed