

Meeting Details

Date: 2025-09-01 Time: 10:00 AM – 12:30 PM Location: Conference Room B Attendees: Sara (Product), Miguel (Engineering), Laura (Support), Ana (Design), Carlos (QA)

Agenda

1. Product roadmap review
2. Smart notifications project status
3. Backend improvements and logging
4. Customer feedback and support tickets
5. Action items and responsibilities

Discussion

Product Roadmap

- Current sprint delayed due to backend queue refactoring.
- Decision: prioritize reliability over new UI features for Q4 release.

Smart Notifications

- Engineering reported intermittent delays in push notifications.
- Action: Analyze server logs and implement retry mechanisms.

Backend Improvements

- Logging enhancements required for support tracking.
- QA team to provide test coverage for edge cases.
- Decision: Schedule deployment for 2025-09-15.

Customer Feedback

- Top 10 tickets analyzed; common issues: motion alerts, app crashes, password resets.
- Support team to compile detailed report for engineering.

Decisions Made

- Reliability over feature expansion for next release.
- Dedicated logging dashboard to be implemented by Miguel (Engineering).
- Customer ticket report to be completed by Laura (Support).

Action Items

Responsible	Task	Due Date
Miguel	Design and deploy logging dashboard	2025-09-10
Laura	Gather top 10 customer tickets	2025-09-08
Sara	Update roadmap and notify stakeholders	2025-09-03
Carlos	QA test push notification fixes	2025-09-12
Ana	Review UX for notification alerts	2025-09-07

Next Steps

- Weekly follow-up meeting scheduled for 2025-09-08.
- Progress to be tracked in project management tool.
- Any blockers to be reported to the strategy team immediately.

Notes

- Ensure all documentation is uploaded to the internal wiki.
- Share anonymized customer feedback with relevant teams.
- Maintain compliance with company privacy policies when handling user data.