

Meeting Notes: Weekly Product Sync

Date: May 15, 2025

Time: 3:00 PM – 4:00 PM

Attendees: Alice, Bob, Priya, Rahul, Sarah




Agenda


1. Review Q2 roadmap updates
 2. Discuss onboarding improvements
 3. Align on marketing campaigns
 4. Assign action items
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Discussion Points

- **Product Roadmap:**
Alice confirmed feature freeze by May 30. Rahul suggested prioritizing mobile responsiveness.
 - **User Onboarding:**
Bob proposed creating a welcome email series. Sarah will draft templates by next week.
 - **Marketing:**
Campaign for Product X to launch June 10. Priya will coordinate with design.
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Action Items

-  Alice to finalize product roadmap and share with team by **May 25**.
-  Sarah to send onboarding email drafts to Bob by **May 22**.
-  Priya to align with design team for campaign assets by **May 24**.

-  Rahul to start performance testing for new features by **May 27**.