Team Meeting Notes

Date: January 10, 2025 **Attendees:** Sarah, Mike, Lisa, Tom

Agenda

1. Sprint review
2. Upcoming deadlines
3. Resource allocation

Discussion

Sprint Review

The team completed **12 out of 15** planned stories. Three items were moved to the next sprint due to dependency issues.

Completed items:

- User authentication flow
- Database migration scripts
- Performance monitoring setup

Blockers

Issue	Owner	Status
AWS permissions	Mike	In progress
Design review	Lisa	Waiting
Test data setup	Tom	Blocked

Action Items

- [x] Sarah to schedule design review
- [ ] Mike to submit AWS ticket
- [ ] Lisa to update wireframes
- [ ] Tom to coordinate with QA team

Decisions Made

> We agreed to postpone the mobile release by two weeks to ensure quality.

Key points:

1. **Budget approved** for additional testing resources
2. **Timeline adjusted** for Q1 deliverables
3. **New process** for code reviews implemented

Next Meeting

Scheduled for **January 17, 2025** at 2:00 PM.

Notes taken by Sarah