# Minutes of the Meeting

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\*\*Date:\*\* [Insert Date]

\*\*Attendees:\*\* Speaker 1, Speaker 2, John (Speaker 3)

\*\*1. Key Discussion Points:\*\*

\* \*\*Project Timeline:\*\* Discussion focused on finalizing the project deadline.

\* \*\*Design Phase:\*\* Assignment of responsibility for the design phase.

\* \*\*Follow-up Meeting:\*\* Agreement to hold a follow-up meeting to review progress.

\*\*2. Decisions Made:\*\*

\* \*\*Project Deadline:\*\* The project deadline was set for the end of next month (Speaker 2, Speaker 1).

\* \*\*Design Phase Ownership:\*\* John (Speaker 3) will handle the design phase (Speaker 1, Speaker 3).

\*\*3. Action Items:\*\*

\* \*\*Design Phase:\*\* John (Speaker 3) to complete the design phase.

\* \*\*Schedule Follow-up Meeting:\*\* Speaker 2 to schedule a follow-up meeting for next week to review progress.