

# Meeting Summary

- **Key Decisions**:
  - Final tagline **'Smart Chat, Local Mind'** approved for press materials (Dylan G).
  - Code freeze set for **11 PM tonight** (Mark S), with no further merges allowed.
  - Push notifications scheduled for **9–11 AM** to align with peak engagement (Dylan G, Irving B).
  - Autoscaling rules adjusted to **max 6 instances** to handle traffic spikes (Mark S).
  - Pricing tooltip simplified with **example comparisons** to address user confusion (Mark S).
- **People Involved**:
  - **Mark S**: Technical lead for deployment, code freezes, and server monitoring.
  - **Helly R**: QA lead, smoke testing, and metrics tracking.
  - **Irving B**: Marketing coordinator, press materials, and social media scheduling.
  - **Dylan G**: Product/development oversight, pricing alignment, and release coordination.
- **Action Items/Deadlines**:
  - **Smoke tests** to start by **noon** (Helly R).
  - **QA sign-off** required for teaser posts (Irving B).
  - **Pricing JSON** fixed to reflect current values (Mark S).
  - **Safari validation** for checkout page pending (Helly R).
  - **Notification socket delay** resolved via debounce on join events (Mark S).
  - **Social posts** scheduled for **Monday 9 AM KST** (Irving B).
  - **Signup flow retest** to run **tonight** and results shared by **midnight** (Helly R).
  - **Tooltip walkthrough** for onboarding added in **next minor build** (Dylan G).
  - **Release notes** finalized and prepared (Helly R).
  - **Media kit assets** uploaded to **Drive folder 'Launch2025'** (Irving B).
  - **Release tag** **v1.0.0-local** applied (Mark S).
  - **Push notification fix** for Android 14 deployed and verified (Helly R, Dylan G).

- **\*\*Testimonials\*\*** to be collected from early adopters (Dylan G).
- **\*\*Uptime report\*\*** and archived logs prepared for **\*\*Monday review\*\*** (Helly R).
- **\*\*Ongoing Monitoring\*\***:
  - **\*\*Daily metrics reports\*\*** shared via Grafana dashboard (Helly R).
  - **\*\*Server CPU\*\*** stable at <60% load with 200 concurrent users (Mark S).
  - **\*\*Traffic surge\*\*** managed via autoscaling after TechAsia coverage (Irving B, Dylan G).
- **\*\*Post-Launch Focus\*\***:
  - **\*\*User testimonials\*\*** gathered while engagement remains high (Irving B).
  - **\*\*Final press release\*\*** finalized with CEO quote (Irving B).
  - **\*\*Launch announcement\*\*** scheduled for **\*\*Monday 9 AM\*\*** with metrics tracking (Irving B).