Standard Meeting Report

MEETING INFORMATION

Date:	June 12, 2024
Time:	10:00 AM - 11:00 AM
Location:	Main Conference Room / Zoom
Facilitator:	Jane Smith
Note Taker:	John Doe
Attendees:	Jane Smith, John Doe, Olivia Lee, Marco Chen, Priya Patel
Absentees:	Mia Roberts

AGENDA

1. Review last meeting's action items
2. Project Status Updates
3. Upcoming Deadlines
4. Challenges & Solutions
5. Open Discussion

DISCUSSION SUMMARY

- Last meeting's action items were all completed as scheduled.
- Development team reports 80% progress on Project X, on track for July release.
- New issue with API integration identified, solution proposal discussed and delegated to Marco Chen.
- Client feedback from last sprint was positive, minor adjustments to UI suggested.

KEY DECISIONS

- Approve revised project timeline with new API integration milestone.
- Adopt recommendations for UI adjustments as per client feedback.
- Schedule additional sync meeting next week for API issue resolution.

ACTION ITEMS

Marco Chen	Draft API integration solution Due: June 19, 2024
Priya Patel	Coordinate client feedback implementation Due: June 15, 2024
John Doe	Send meeting summary to all members Due: June 12, 2024

NEXT MEETING

June 19, 2024 · 10:00 AM · Main Conference Room / Zoom

IMPORTANT NOTES

- Standard meeting reports ensure clear communication and accountability within teams.
- Consistently tracking decisions and action items helps monitor progress.
- Well-organized reports provide historical records for future reference.
- Sharing reports with all team members fosters transparency.