

Task Assignment and Status Meeting Report

Date	2024-06-20	Project	Project Phoenix
Meeting Facilitator	Jane Doe	Attendees	Jane, Alex, Priya, Sam

1. Task Assignments

Task	Assigned To	Due Date	Status	Comments
Finalize UI Design	Alex	2024-06-25	In Progress	Initial sketches completed
Develop API Endpoints	Priya	2024-06-28	Not Started	Waiting for design sign-off
Write User Documentation	Sam	2024-07-02	In Progress	Outline shared with team

2. Status Updates & Discussion Points

- UI Design approaching completion – feedback round scheduled for June 24.
- API work to commence upon final design approval.
- Documentation structure agreed, contributions needed from all team members.
- No major blockers identified; next review on June 27.

3. Next Steps

- UI feedback review meeting (June 24).
- Kick-off API development (June 25).
- Draft completion of documentation (July 1).

Important Notes:

- Keep the report concise and update task statuses before each meeting.
- Assign clear responsibilities and due dates to ensure accountability.
- Record key discussion points to facilitate tracking of decisions and action items.
- Share the document promptly after the meeting for reference.