

Key Decisions Highlight Document

Meeting Details

Date	2024-07-08
Team	Product Development
Facilitator	Jane Doe

Key Decisions

#	Decision	Responsible	Deadline
1	Move forward with v2.1 feature set as planned	Dev Team Lead	2024-07-22
2	Prioritize bug fixes reported by QA	QA Manager	2024-07-15
3	Postpone UI refresh to next quarter	Design Lead	2024-09-30

Action Items

#	Action	Owner	Status
1	Draft update email to stakeholders	PM	In Progress
2	Compile list of critical bugs	QA Lead	Open

Next Meeting

Date	2024-07-29
Time	09:00 AM
Location	Main Conference Room / Online

Important Notes

- Captures only the most significant decisions for quick reference.
- Helps maintain team accountability and track progress.
- Should be circulated promptly after meetings.
- Update and review document regularly to reflect changes or follow-ups.
- Keep language clear, concise, and factual.