



## Product Weekly Meeting

Jul 11, 2023 - 02:00 - 03:00 PM - John Williams + 5



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## Meeting Notes

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## Summary

In the meeting, the team discussed progress updates on tasks, including UI mockup reviews, usability testing, summary report preparation, and code review. They addressed questions about upcoming deadlines and decided to review and adjust them accordingly. Additionally, they planned a separate meeting to discuss resource allocation for a new client project. Overall, the meeting was productive and focused on enhancing the project's design, usability, and timely delivery.

## Outline

## 1. Progress Update - (00:00)

- John has updated the project status and provided progress updates for all tasks.
- Jennifer reviewed UI mockups, suggesting adjustments to improve the color scheme and visual appeal.
- Brian conducted a usability test, gathering feedback and identifying minor usability issues for improvement.

## 2. Upcoming Deadlines and Resource Allocation - (00:01)

- John raised a question about upcoming deadlines for the next set of tasks.
- Emily will review the deadlines and make necessary adjustments.

My Notes

My Bookmarks



Emily Davis - (00:00)

Hi, Emily. I've updated the project status in the task management tool as requested. All the tasks are up to date, and I've provided progress updates for each of them.



Alex Johnson - (00:15)

I've reviewed the UI mockups and shared my feedback in the design folder. The layout looks great, but I recommend a few adjustments to

Summarize

1/17 words left



Hi, John!

Happy to answer questions about the meeting or write original content based on what was discussed. Click for some suggestions.



What were the key decisions made during my last meeting as a Product Manager?

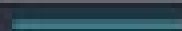


Based on the meeting transcript, the key decisions made were to prioritize feature A over feature B in the upcoming sprint.

Ask me anything



0:11 / 07:00



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**SA Dillow**



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