

Meeting Notes

Date: Mar 29, 2024

Attendees

Designer A, Designer B, Senior PM, Engineering Lead

Objectives

- Objective A
- Objective B

Agenda

[insert agenda]

Notes

- Lorem ipsum
- Lorem ipsum

Key Decisions Made

- Design A will be revised to include X feature.
- Research additional user testing for Design B.

Action Items

- ☐ [Name] to update Design A with feedback by [Date].
- ☐ [Name] to prepare a user testing plan for Design B by [Date].

Next Meeting Agenda

Scheduled for [Date/Time] to review revisions and testing plan.