

Minutes Writing for First Meeting

Meeting Details

- **Meeting Title:** First Team Meeting for Project Phoenix
- **Date:** September 15, 2024
- **Time:** 10:00 AM – 11:30 AM
- **Location:** Conference Room B, Main Office
- **Attendees:** John Smith (Project Manager), Jane Doe (Lead Developer), Mike Johnson (UI/UX Designer), Emily White (Marketing Specialist), Alex Brown (Quality Assurance Lead)
- **Absent:** None

Call to Order

- **Opening:** The meeting was formally opened at 10:05 AM by John Smith.

Approval of Agenda

- The agenda was presented and briefly reviewed. No modifications were made. The agenda was unanimously approved.

Introduction of Team Members

- Each team member introduced themselves, sharing their roles and a brief background of their experience related to Project Phoenix.

Project Overview

- **Presentation:** John Smith presented an overview of Project Phoenix, outlining the project objectives, timeline, and expected outcomes.

- **Discussion:** The team discussed the project's scope, with a focus on the initial stages and key deliverables for the first quarter.

Role Assignments

- **Discussion:** Team roles and responsibilities were clarified, with each member acknowledging their specific tasks and contribution to the project.
- **Action Items:**
 - Jane Doe to finalize the development plan by September 22, 2024.
 - Mike Johnson to present initial UI/UX design concepts by September 29, 2024.
 - Emily White to prepare a marketing strategy outline by October 6, 2024.
 - Alex Brown to develop a quality assurance timeline by October 13, 2024.

Communication Plan

- **Discussion:** The team agreed on a weekly meeting schedule every Monday at 10:00 AM. Communication tools such as email, Slack, and Trello were adopted for day-to-day collaboration.
- **Action Item:** John Smith to set up the communication channels and share access with all team members by September 17, 2024.

Questions and Concerns

- A brief Q&A session addressed individual queries about the project, with John Smith providing clarifications. The team expressed confidence in the project's direction and their roles within it.

Next Meeting

- **Date and Time:** The next meeting is scheduled for September 22, 2024, at 10:00 AM in Conference Room B.

- **Agenda Items:** Review of development plan, initial UI/UX design concepts presentation.

Adjournment

- The meeting was adjourned at 11:20 AM by John Smith.

Prepared by:

- Emily White, Marketing Specialist

Date:

- September 15, 2024