

# Meeting Agenda – Sample PDF

## Meeting Details

Date: January 15, 2025

Time: 10:00 AM – 11:30 AM

Location: Conference Room B / Zoom

Facilitator: Jane Smith

## Attendees

- Jane Smith (Project Manager)
- John Doe (Developer)
- Emily Brown (Designer)
- Michael Lee (QA Lead)

## Agenda Items

1. Welcome and introductions (5 min)
2. Review of previous meeting minutes (10 min)
3. Project status update (20 min)
4. Budget review (15 min)
5. Q3 roadmap discussion (25 min)
6. Action items and next steps (10 min)
7. Open floor / Any other business (5 min)

## Action Items from Last Meeting

- Complete design mockups by Jan 10 – Emily (Done)
- Send client proposal – John (Pending)
- Update test cases – Michael (In Progress)

## Notes

Please come prepared with your department updates.

All materials should be shared 24 hours before the meeting.

Next Meeting: February 5, 2025