



MEETING MINUTES

Q4 Product Strategy Review

Date: November 15, 2024

Time: 2:00 PM - 3:30 PM

Location: Conference Room B / Zoom

Facilitator: Sarah Johnson, Product Director

Attendees

Name	Role	Status
Sarah Johnson	Product Director	Present
Michael Chen	Engineering Lead	Present
Emily Rodriguez	Design Lead	Present
David Kim	Marketing Manager	Present
Lisa Wang	QA Manager	Remote
Tom Anderson	Sales Director	Absent

Agenda & Discussion

Topic	Discussion Points	Decision
Q4 Feature Roadmap	Reviewed planned features for Q4. Team agreed to prioritize mobile app improvements and API v2 launch.	Approved roadmap with minor adjustments
Resource Allocation	Discussed current team capacity and hiring needs. Engineering team at 85% capacity.	Approve 2 additional engineer positions
Customer Feedback Review	Analyzed recent user surveys. Top requests: dark mode, export features, better notifications.	Dark mode to be prioritized for Q4

Budget Review	Q3 spending on track. Q4 budget approved with 10% contingency.	Budget approved as presented
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Action Items

Action	Owner	Due Date	Priority
Create detailed spec for dark mode feature	Emily Rodriguez	Nov 22, 2024	High
Draft job descriptions for engineer positions	Michael Chen	Nov 20, 2024	High
Prepare API v2 migration guide	Michael Chen	Dec 1, 2024	Medium
Schedule customer interviews for feature validation	David Kim	Nov 25, 2024	Medium
Update Q4 roadmap document with decisions	Sarah Johnson	Nov 17, 2024	High

Next Meeting

Date: November 29, 2024

Time: 2:00 PM

Location: Conference Room B

Minutes prepared by: Sarah Johnson