Meeting Minutes

Project: Development of the XYZ Mobile Application
Date: April 26, 2024
Time: 2:00 PM - 3:30 PM
Place: Conference Room B, Building C, Main Site

Present:

* Alice Martin (Project Manager)
* Bob Léon (Lead Developer)
* Clara Dupont (UX/UI Designer)
* David Bernard (Data Analyst)
* Émilie Petit (Marketing Manager)

Absent:

* François Moreau (Systems Engineer) - on leave

Agenda:

1. Review of application development progress
2. Discussion on user feedback from the beta version
3. Planning of next marketing steps
4. Budget issues and necessary adjustments

1. Review of application development progress
Presented by: Bob Léon
Key Points:

* Finalization of the social sharing feature expected next week.
* Delay in the development of the payment function due to API issues.

2. Discussion on user feedback from the beta version
Presented by: Clara Dupont
Key Points:

* Users appreciate the intuitive interface.
* Frequent requests for more advanced customization features.

3. Planning of next marketing steps
Presented by: Émilie Petit
Key Points:

* Advertising campaign to launch in June.
* Partnership with influencers considered to increase visibility.

4. Budget issues and necessary adjustments
Presented by: Alice Martin
Key Points:

* Current budget insufficient to cover the costs of additional software licenses.
* Need to reallocate funds or request additional budget.

Decisions Made:

* Approval of the budget extension to cover the costs of software licenses.
* Bob and the technical team will work extra hours to resolve the API issues by the end of the month.

Action Items:

* Bob Léon: Resolve the API issue with the technical team.
* Émilie Petit: Finalize the partnership details with influencers.
* Clara Dupont: Incorporate an advanced customization option based on user feedback.

Next Meeting:

* Date: May 10, 2024
* Time: 2:00 PM
* Place: Conference Room A, Building C, Main Site