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