

[SAMPLE] MEETING MINUTES

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Date : January 20, 2024 14:00-15:30

Location : Conference Room A, 3F

Chair : T. Yamamoto

Attendees: A. Tanaka, B. Sato, C. Ito, D. Nakamura
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AGENDA

1. Project status update
 2. Q1 budget review
 3. Team restructuring proposal
 4. Next sprint planning
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DISCUSSION & DECISIONS

- [1] Development phase extended by 2 weeks.
Reason: Additional requirements from client.
 - [2] Additional budget of 500,000 JPY approved.
Approval: Board decision on Jan 22.
 - [3] No changes to team structure at this time.
 - [4] Next sprint starts February 1.
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ACTION ITEMS

- A. Tanaka: Revise project schedule by Jan 25.
 - B. Sato : Submit budget revision form.
 - C. Ito : Prepare sprint backlog.
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