

Project Notes - Q3 Planning

Meeting: June 16, 2025 | Attendees: Alice, Bob

Goals

- Launch redesigned product page by end of July
- Onboard two new enterprise clients (targets: Acme Corp, Globex)
- Reduce support ticket backlog by 40% before Q4

Action Items

- [Alice] Draft product page copy and send for review by Jun 20
- [Bob] Schedule kickoff calls with Acme and Globex this week
- [Alice] Audit open support tickets and tag by priority
- [Bob] Set up weekly sync - Mondays 9am

Notes

Budget for Q3 confirmed at \$48k. Design contractor (Sara) available from July 1. Bob to share Figma mockups by end of week. Next full team review scheduled for Jul 7.