

Action Items

Action Item	Owner	Due Date	Status
Compile final project requirements	Jane Smith	2024-06-24	In Progress
Share meeting notes with the team	Robert Chen	2024-06-18	Completed
Schedule follow-up meeting	Alice Brown	2024-06-20	Not Started

Next Steps

- Review compiled requirements and provide feedback by June 25.
- Prepare the initial project plan draft for approval.
- Confirm availability for the next meeting and send calendar invites.