Weekly Meeting Minutes

Date: September 25, 2024

Attendees: John Doe, Jane Smith, Sarah Connor, Mark White

# 1. Project Updates

- Project Alpha is on track, with the design phase completed.

- Project Beta has encountered a minor delay due to supply chain issues.

# 2. New Tasks Assigned

- John to follow up on Beta’s suppliers.

- Sarah to draft the updated budget proposal.

# 3. Key Decisions

- Decided to extend the timeline for Project Beta by one week.

# 4. Next Meeting

Date: October 2, 2024