Team meeting: minutes

Thursday, November 12, 2026 · 10:00 to 11:00
Meeting room 2, and by video call

Present: Dana, Sam, Jordan · Absent: Lee · Notes: Sam

What was said

Contoso Books website

Jordan wrote up the interviews at the shop, and the site map and the wireframes for computers and phones are done. Contoso Books reviews them with us tomorrow; the design phase starts after that.

New clients

Two new clients this month, both from the website. A third has asked for a quote for a catalog of 32 pages. Lee was away, so Dana calls the two new clients in his place.

Holidays

The studio is closed from December 24 to January 2. Work due in that week is moved to the week before; Sam tells the clients.

Actions

Action	Who	By
Send the notes of the review to the team	Jordan	2026-11-16
Send the quote for the catalog	Dana	2026-11-14
Call the two new clients	Dana	2026-11-19
Tell clients of the holiday closing	Sam	2026-12-01

Next meeting: Thursday, November 26, 2026, at 10:00.