Team meeting

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

Attending: Dana, Sam, Jordan, Lee · Notes: Sam

Agenda

Time	Topic	Who
10:00	Welcome and the notes of the last meeting	Dana
10:05	Contoso Books website: the wireframes	Jordan
10:25	New clients this month	Lee
10:45	Holiday schedule	Sam
10:55	Anything else, and the next meeting	All

Actions from the last meeting

Action	Who	By
Write up the interviews at Contoso Books	Jordan	2026-11-09
Call the two new clients	Lee	2026-11-19
Post the holiday schedule	Sam	2026-11-13