

MEETING REPORT

Weekly planning & review

Example project | October 26, 2026 | 12:00 AM

Recorded speakers: Alex, Sam, Unknown

SAMPLE REPORT - Synthetic meeting for demonstration.

Meeting summary

1

TOPICS

1

DECISIONS

1

ACTION ITEMS

Meeting overview

The team planned a pilot and its preparation. [00:00:05, 00:00:27]

Key takeaways

- The team agreed to a two-week pilot. [00:00:05]

Details worth keeping

- The pilot runs for two weeks. [00:00:05]

What we decided

- Run a two-week pilot. [00:00:05]

What happens next

- Send the test plan. [00:00:27]

Still unresolved

- Who owns the support checklist? [00:01:00]

Meeting minutes

01 Pilot

DISCUSSION & CONTEXT

- The team discussed the pilot. [00:00:05]

DECISIONS

- Run a two-week pilot. [00:00:05]

OPEN QUESTIONS

- Who owns the support checklist? [00:01:00]

Decisions & risks

Decisions

- Run a two-week pilot. [00:00:05]

Risks & blockers

None explicitly recorded.

Open questions

- Who owns the support checklist? [00:01:00]

Action items

Action	Owner	Due	Status
Send the test plan.	Sam	Friday	Open

01 Send the test plan.

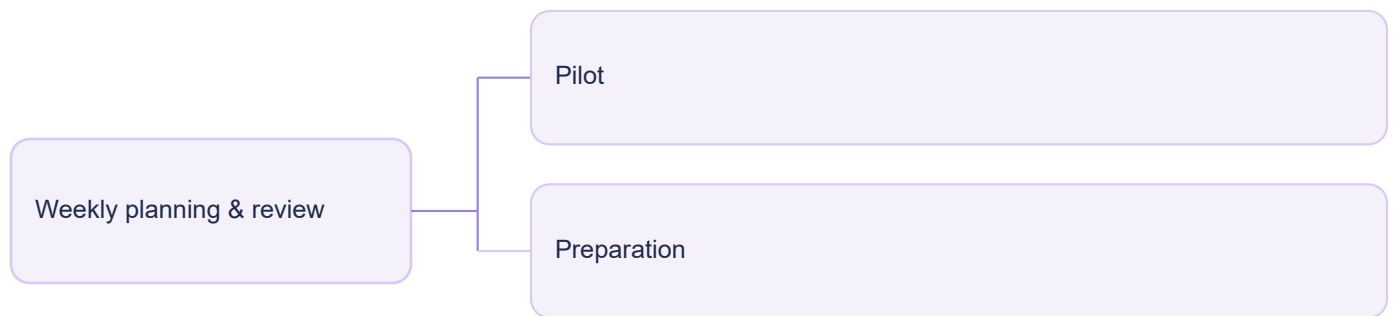
To do | Owner: Sam | Due: Friday

Prepare the test plan for the pilot.

Source: 00:00:27

Visual map

Connections show topic grouping. They do not imply causation or an agreed sequence.



Weekly planning & review

Pilot

Two weeks [00:00:05]

Preparation

Test plan due Friday [00:00:27]

Preparation / Unassigned follow-up

Checklist owner remains open. [00:01:00]

Prepared from the saved transcript. Check source timestamps before relying on decisions, assignments or deadlines.