**Product Development Meeting Minutes**

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| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Project/Product Name:** |  | | |
| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Called by:** |  |
| **Facilitator/Chairperson:** |  | | |
| **Note Taker/Recorder:** |  | | |

**Attendees**

|  |  |
| --- | --- |
| **Present** | **Absent** |
|  |  |
|  |  |
|  |  |

*(Add more as needed)*

**Agenda**

1. Review of previous action items
2. Current project/product status
3. Design and development updates
4. Resource allocation and budget review
5. Challenges and risk assessment
6. Feedback and discussion
7. Action items for next steps

**Discussion Summary**

**1. Review of Previous Action Items**

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| --- |
|  |

**2. Current Project/Product Status**

* Progress on milestones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Key achievements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Pending issues: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Design and Development Updates**

* Product design changes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prototype/testing updates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Technical considerations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Resource Allocation and Budget Review**

* Current budget status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Resource requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Challenges and Risk Assessment**

* Identified risks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Proposed mitigation strategies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Feedback and Discussion**

* Stakeholder comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Suggestions for improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action Items**

| **Action Item** | **Responsible Person** | **Due Date** | **Status/Notes** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**Next Meeting**

* **Date & Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Location/Platform:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Agenda (Preliminary):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Adjourned at:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minutes Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_