To: Project Team

Subject: Meeting Summary – 24 July

Hi all,

Here's a quick summary of this morning's meeting:

- Tom will finalise the welcome emails by Wednesday. The documentation team will review the user guide draft by Friday.
- Mary shared client feedback highlighting slow response times. As a result, the team agreed to trial a live chat feature. Ben and the IT team will complete testing by next Monday.
- Sarah suggested postponing the upcoming webinar to avoid a clash with the industry event. The team agreed.
- Everyone is reminded to review the updated network security protocols by 31st July.

The next meeting will take place on Wednesday, 31st July at 2:00 p.m. Please send any agenda items to Jessica by Monday noon.

Best regards,

Participant's name