

Use the phrases from Topic #2 – Time.

to shelve	to bring forward	a guesstimate	crunch time	to table
to cut it close	wiggle room	to push back	to be pressed for time	
max	put a pin in	on late notice	to run over	give or take
somewhere in the neighborhood of				

Meeting Notes

Project: Product Launch – Beta Phase

Date: April 8, 2025

Attendees: Amir, Julia, Scott, Priya, Leo

Timeline & Estimates

- Current _____ **(1) (approximate number/date)** for beta launch: _____ **(2) (approximately)** April 25th.
- QA testing should take 3 days, _____ **(3) (plus or minus)**.
- Content upload will be done in at least two stages, possibly three.
- The training session will last 90 minutes _____ **(4) (maximum)**, with 15 minutes _____ **(5) (additional time just in case)** built in.

Schedule Changes

- We've decided to _____ **(6) (reschedule for an earlier time)** the client walkthrough to Wednesday morning.
- Internal sync meeting was _____ **(7) (rescheduled for a later time)** to Friday due to resource availability.
- Thanks to everyone who joined last Thursday's emergency call _____ **(8) (without a warning in advance)** — appreciated.

Time Sensitivity

- We're heading into _____ **(9) (the busiest time)** — devs need final specs by Thursday.
- Everyone is feeling a bit _____ **(10) (too busy)**, so please flag any blockers early.
- This time we're _____ **(11) (leaving barely enough time)** — no delays can be afforded.

- Be mindful of meetings _____ **(12) (lasting longer than they're supposed to)** — keep updates concise.
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Priorities & Deferrals

- We've decided to _____ **(13) (pause)** the UX audit until after launch.
 - The onboarding video revamp has been _____ **(14) (put aside for a longer time)** for now — will revisit in May.
 - Feature request #317 was _____ **(15) (put aside for a shorter time)** due to bandwidth constraints.
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Action Items

- Leo to confirm new walkthrough time with client.
- Priya to prep handoff checklist with QA.
- Julia to update launch timeline and flag risks.
- Amir to draft new project outline for onboarding materials (post-launch).