Project Phoenix Weekly Sync - November 10, 2026

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Attendees: Sarah (Project Manager), Mike (Engineering), Priya (Design), Tom (Marketing)

Sarah: Thanks everyone. Let's review the launch plan. The beta is currently scheduled for November 30.

Mike: The payment integration is slower than expected. I think we should move the beta to December 7 to avoid shipping with known bugs.

Sarah: Does that affect marketing?

Tom: We can adjust. The email campaign needs two weeks of lead time, so I will need final dates by this Friday.

Priya: The new onboarding screens are ready for review. I can share the files tomorrow.

Sarah: Okay, decision: we move the beta launch to December 7. Mike, please send the updated engineering timeline by Wednesday. Priya, share the onboarding designs with the team on Thursday. Tom, draft the campaign schedule by Friday.

Mike: One more thing. We need to decide on the budget for extra server capacity. I'll get quotes from two vendors by next Monday.

Sarah: Good. Let's also agree that we will hold these syncs every Tuesday at 10:00. Thanks all.