Meeting Title: Project "Stardust" - Weekly Sync

Date: September 9, 2025, 10:00 - 10:30

Participants: Olivia (Project Manager), Liam (Lead Developer), Chloe (UI/UX Designer), Ethan (QA Engineer), Noah (Marketing)

10:00 Olivia: Okay, morning everyone. Thanks for joining. Let's kick off the weekly sync for Project "Stardust". The goal today is to get a clear picture of where we are. So, first up, general progress. Liam, can you start us off with the backend development?

10:01 Liam: Sure, Olivia. So, on the backend, the "Quantum-Leap" data processing module is... well, it's about 90% complete. The core logic is stable. We successfully integrated the "NonsenseDB" connection last Thursday, which was a big step.

10:02 Olivia: Ninety percent, that's good to hear. Any blockers? Any problems to report?

10:03 Liam: Uh, yes, unfortunately. We're seeing a performance issue with the API endpoint for the "Widgetron" component. The response time under heavy load is... hm, not great. It's about 3 seconds, and our target is under 500 milliseconds.

10:04 Ethan: Three seconds? Ouch. We saw that on our end in QA as well. We were just about to file a ticket. It seems to be a bottleneck when it queries the legacy "SampleTron" system.

10:05 Olivia: Okay, so that's a significant problem. Liam, what's the impact of this on the overall schedule? Are we looking at a delay from our original go-live date?

10:06 Liam: Well... it depends. If it's a simple optimization, maybe a few days. If we need to refactor the entire query logic... it could be a week, maybe more. It's our top priority right now, but I can't give a firm estimate until we dig deeper. So, yes, the original schedule is definitely at risk.

10:08 Olivia: Understood. Let's make that our number one next task. Liam, I need you and Ethan to collaborate on this. The task is to identify the root cause of the API latency. I need an initial report on my desk by... let's say, end of day tomorrow. Can you do that?

10:09 Liam: EOD tomorrow... yeah, I think we can manage that. Ethan, I'll send you a meeting invite for this afternoon.

10:09 Ethan: Sounds good. I'll have my team's test logs ready.

10:10 Olivia: Great. Moving on. Chloe, how are things on the UI/UX front?

10:11 Chloe: Things are going well! We've completed all the mockups for the new dashboard, based on the feedback from last week. They're codenamed "Project Sunshine." I've uploaded them to the Fictional-Drive this morning. The next task for us is to start user testing with a prototype.

10:12 Olivia: Perfect. Is there anything you need from the backend team for that prototype? Is this API issue a blocker for you?

10:13 Chloe: Hmm, not for the initial prototype. We can use dummy data for the user tests. So, no, we're not blocked by the API issue for now. Our next main challenge is just recruiting enough users for the test panel. Noah, maybe you can help with that?

10:14 Noah: Absolutely. That's on my plate. My task is to get at least 20 external testers lined up. I'm aiming to have the list finalized by the end of this week. So, Chloe, let's set a deadline for Friday, September 12th for the final list.

10:15 Chloe: Friday works for me. Thanks, Noah!

10:17 Olivia: Okay, good collaboration. So, just to recap the immediate action items... Liam and Ethan, you two are on the API latency investigation, and I'll be waiting for that initial report by end of day tomorrow, September 10th. And Noah, you're handling the user test panel recruitment, with the goal of getting that list of 20 testers finalized by this Friday, the 12th. Does that sound right to everyone?

10:18 (Everyone agrees)

10:19 Olivia: Okay. Now, looking ahead... let's talk about the next major milestone after these issues are resolved. That would be the full integration testing. Ethan, you'll be leading that.

10:20 Ethan: Right. Once the API is fast enough and Chloe's prototype gets positive feedback, my team will need a full week for end-to-end testing. We need a stable build from Liam's team to do that.

10:22 Olivia: Makes sense. Liam, based on your best guess for the API fix, when do you think you can provide that stable build to Ethan?

10:23 Liam: Uh... if the fix is simple, I'd say middle of next week. If it's complex... maybe the end of next week, say, the 19th? Let's tentatively pencil in September 19th as the deadline for the stable build handover to QA.

10:24 Olivia: Okay, let's put that on the timeline. Task 3: Deliver stable build for QA. Owner: Liam. Deadline: September 19th. We'll review this date again once we have your report tomorrow.

10:26 Olivia: Any other business? Anything else to share? Noah?

10:27 Noah: Just a quick one for marketing. We're planning to launch a teaser website for Project "Stardust" at the end of the month. I'll need some finalized screenshots of the "Sunshine" dashboard from you, Chloe, probably in about two weeks.

10:28 Chloe: You got it. I'll make a note of it.

10:29 Olivia: Good. Okay, so for our next meeting... given the critical nature of this API issue, let's not wait a full week. Let's meet again this Thursday morning to review the initial findings from Liam and Ethan. Same time, 10 AM. Does that work for everyone?

10:30 (Everyone confirms)

10:30 Olivia: Perfect. Thanks, everyone. Let's focus on that API issue. Talk to you all on Thursday.