Website Launch Team Meeting Minutes

Date: November 4, 2026 · **Time:** 10:00 to 10:45 · **Place:** Room 3B and online

Attendees: Amara Okafor (chair), Leo Martins, Sofia Reyes, Daniel Kim · **Absent:** Priya Shah

Agenda

1. Launch date
2. Homepage copy
3. Testing on phones
4. Any other business

Discussion and Decisions

1. Launch date

Leo said the payment page needs one more week of testing. The team agreed to move the launch from November 18 to November 25.

2. Homepage copy

Sofia shared two versions of the homepage text. The team chose version B because it is shorter and names the free trial first.

3. Testing on phones

Daniel found that the menu button overlaps the logo on small phones. He will fix it before the next test round.

4. Any other business

None.

Action Items

Action	Owner	Due
Finish payment page testing	Leo Martins	Nov 14
Update homepage with version B	Sofia Reyes	Nov 10
Fix the menu button on small phones	Daniel Kim	Nov 12
Send the new launch date to customers	Amara Okafor	Nov 11

Next meeting: November 11, 2026 at 10:00.