E-commerce Product Launch Planning Minutes

Date		Time	
Location / Platform		**Facilitator**	
Note Taker		**Attendees**	

Product Overview

Product Name	
Category	
Target Audience	
Key Features	

Agenda

1.
2.
3.

Decisions Made

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Action Items

Action Item	Owner	Due Date	Status

Risks & Challenges

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Next Meeting

Date		Topics	