

WhatsApp Chat Export

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16 messages between John Smith, Sarah Johnson, Mike Wilson

John Smith

2024/01/15, 09:30:00

Good morning! Are we still on for the meeting at 2 PM?

Sarah Johnson

2024/01/15, 09:32:15

Yes, absolutely! I have all the documents ready.

John Smith

2024/01/15, 09:35:22

Perfect. Should we meet in Conference Room A?

Sarah Johnson

2024/01/15, 09:36:45

That works for me. I'll bring the contract drafts.

Mike Wilson

2024/01/15, 10:15:30

Can I join the meeting as well? I have updates on the project timeline.

Sarah Johnson

2024/01/15, 10:16:12

Of course! The more input we have, the better.

John Smith

2024/01/15, 11:22:33

Here's the agenda I prepared: project-agenda.pdf

 **DOCUMENT FILE**
project-agenda.pdf

Mike Wilson

2024/01/15, 11:25:17

Thanks! I'll review it before the meeting.

Sarah Johnson

2024/01/15, 13:45:20

Running a bit late, be there in 10 minutes!

John Smith

2024/01/15, 13:47:33

No problem, we'll wait for you.

Mike Wilson

2024/01/15, 15:30:45

Great meeting everyone! Here are the photos from the whiteboard session:

Mike Wilson

2024/01/15, 15:31:12

whiteboard-session.jpg

  IMAGE FILE
whiteboard-session.jpg

Sarah Johnson

2024/01/15, 15:32:20

Perfect! I'll include these in the meeting notes.

John Smith

2024/01/15, 16:15:55

Action items summary:

1. Sarah: Finalize contracts by Friday
2. Mike: Update project timeline
3. John: Schedule follow-up meeting

Sarah Johnson

2024/01/15, 16:18:12

Sounds good! I'll have the contracts ready by Thursday actually.

Mike Wilson

2024/01/15, 16:20:33

I'll send the updated timeline tomorrow morning.