Meeting minutes

Company website relaunch, coordination meeting no. 3

Date	October 14, 2026
Time	10:00 to 11:05 a.m.
Place or link	Meeting room North, also by video call
Chair	Anna Berger
Minute taker	Jonas Feld
Attendees	Anna Berger, Jonas Feld, Miriam Sahin, Tobias Krein
Apologies	Petra Lindner (Sales)
Distribution	Attendees, Petra Lindner, management

1. Agenda

1. Feedback from the trial run
2. Set the scope for the launch
3. Date for moving the content
4. Budget for photos
5. Next steps

2. Topics discussed

Item 1: Feedback from the trial run

What it was about: Twelve colleagues used the preview version for a week. The feedback is almost entirely about the search: it does not find pages whose title is spelled differently. Two comments concern the display on phones. There were no complaints about speed.

Outcome: The search is reworked before the launch, the display on phones after it.

Item 2: Set the scope for the launch

What it was about: Two options were discussed. Either launch all six sections at once, or start with the three sections that get the most visits and add the other three later. Miriam Sahin pointed out that the copy for two of the six sections has not been approved yet.

Outcome: The launch starts with three sections.

Item 3: Date for moving the content

What it was about: The move needs a weekend on which the old site can be switched off. Tobias Krein proposed two weekends. A trade fair at which Sales refers people to the site speaks against the first.

Outcome: The move takes place on the second proposed weekend.

3. Decisions

No.	Decision	Decided by	Date
1	The launch starts with three sections. The other three follow as soon as their copy is approved.	Anna Berger	Oct 14, 2026

2	The search is reworked before the launch.	Anna Berger	Oct 14, 2026
3	A budget of 4,000 euros is approved for photos.	Anna Berger	Oct 14, 2026

4. Tasks

No.	Task	Owner	Due	Status
1	Rework the search and test it again	Tobias Krein	Oct 28, 2026	open
2	Collect the copy for the two open sections and get it approved	Miriam Sahin	Nov 4, 2026	open
3	Contact the photographer and agree on a date	Jonas Feld	Oct 21, 2026	open
4	Agree on the moving weekend with Sales	Anna Berger	Oct 17, 2026	open
5	Check the display on phones	Tobias Krein	Nov 11, 2026	open

5. Open points

No.	Open point	Who clarifies it	By when
1	Whether the old site has to stay reachable as an archive	Miriam Sahin	Oct 28, 2026
2	Who maintains the content after the launch	Anna Berger	open

6. Next meeting

Date October 28, 2026 Time 10:00 a.m. Place or link Meeting room North

Minute taker: Jonas Feld

Approved by the chair: Anna Berger