

Thursday, May 14, 2026

Conference Room B / Online

MEETING MINUTES

Attendees

- Alice Chen
- Bob Singh
- Carol Reyes
- Dan O'Connor
- Emma Park
- Faisal Ahmed
- Greta Lindqvist
- Hiro Tanaka
- Inez Vega
- Jules Beaumont

Agenda

Topic	Owner	Minutes
Recap of Q1 outcomes	Alice	10
Q2 OKR alignment	Bob	20
Hiring pipeline + onboarding	Carol	15
Tooling consolidation	Dan	25
Risk register review	Emma	15
Budget reforecast	Faisal	20
Open Q&A	All	15
Total scheduled		120 min

Discussion notes

Q1 closed strong —three flagship deliveries shipped on time, with the migration of the legacy ingestion pipeline coming in two weeks ahead of plan. The team flagged ongoing friction around the dual deployment toolchain; consolidating onto a single pipeline is now the top tooling priority for Q2.

OKR alignment surfaced a tension between the platform investment thread and feature-team commitments. We agreed to formally split the platform OKR into a separate column on the planning board so cross-team dependencies surface earlier. Bob will draft a v0 of the revised structure for next week.

Hiring conversion rate has improved meaningfully since the new screening rubric rolled out. Carol noted that referral pipeline depth is the biggest open risk for Q3; we will run a targeted referral push at the next all-hands.

On the budget side, infrastructure spend is tracking 8% under plan after the move to consolidated regions. Compute reservations for the new GPU cluster will be Faisal's main reforecast lever —owner sign-off needed by end of week.

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Action items

Owner	Item	Due
Bob	Draft revised platform OKR column	May 21
	Schedule sync with the Reliability team	May 18
	File the toolchain consolidation RFC	May 28
Carol	Refresh referral comms for the all-hands	May 22
	Update onboarding checklist for new managers	Jun 02
Dan	Pilot the unified deploy CLI on the search team	Jun 05
Emma	Add three new entries to the risk register	May 18
Faisal	Lock in GPU reservation tier for Q2	May 16
	Reforecast cloud spend through end of quarter	May 20

Sign-off

Notes taken by:

Notes approved by attendees

Distribution list:

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