Minutes of Meeting (MoM)

Project: Evergreen Farms
Meeting Date: 24 February 2026
Attendees: Suthra Team

Action Items & Tracking

ID	Module	Action Item	Priority	Owner	Target Date	Status
S-01	Product Subscription	Rename delivery configuration headings	High	Suthra Team	TBD	Pending
S-02	Product Subscription	Implement automatic status change to Ready after pickup date	High	Suthra Team	TBD	Pending
S-03	Product Subscription	Add full price summary in Share Plan email tab	Medium	Suthra Team	TBD	Pending
S-04	Product Subscription	Update Welcome email title and include complete product details	High	Suthra Team	TBD	Pending
S-05	Product Subscription	Add Product Subscription sales data to dashboard	Medium	Suthra Team	TBD	Pending
S-06	Product Subscription	Send reminder email if product not picked up	Medium	Suthra Team	TBD	Pending
S-01	Service Subscription	Fix service display issue in Create Plan	High	Suthra Team	TBD	Pending
S-02	Service Subscription	Update Area (Acres) dropdown values	Medium	Suthra Team	TBD	Pending
S-03	Service Subscription	Restrict monthly schedule input validation	Medium	Suthra Team	TBD	Pending
S-04	Service Subscription	Implement service subscription email notifications	High	Suthra Team	TBD	Pending