Minutes of Meeting

**Project Name:** ACME-BI2  
**Client Name:** Christine Weaver  
**Date:**  10/07/24  
**Time:** 3:00 PM – 3:30 PM   
**Location:** Zoom   
**Attendees:**

* Christine Weaver
* Joshna
* Angel

1. **Agenda**

* Discuss possible hosting sites for the website and database.

2. **Meeting Summary**

* **Introduction:**
  + Show Christene what we have done so far
  + Talk about our progress
* **Client’s Requirements:**
  + Bring ideas to the next meeting with a more prepared idea of what we can do
* **Key Discussion Points:**
  + Discussed the dollar amount of monthly hosting websites we want to get under
  + (509)995-1295 Her phone number
* **Decisions Made:**
  + None at the moment
* **Action Items:**
  + Plan out a better detailed plan to find the cheapest and most efficient way to implement the inventory management system.

3. **Project Milestones Discussed**

* We talked more about how we have been designing the inventory management system and completed documentation.

4. **Next Steps**

* Start the project and find a plan to better suit their needs and finances.

5. **Next Meeting**

* **Date:** 10/21/24
* **Time:** 3:00 PM – 3:30 PM
* **Location:** Zoom