Minutes of Meeting

**Project Name:** ACME-BI2  
**Client Name:** Christine Weaver  
**Date:**  09/10/24  
**Time:** 1:00 PM – 1:30 PM   
**Location:** Zoom   
**Attendees:**

* Christine Weaver
* Joshna
* Angel

1. **Agenda**

* This meeting is to show client our ideas and brainstorm with her
* Set up future meetings

2. **Meeting Summary**

* **Introduction:**
  + We showed her how we can solve her issues with their volunteer software
  + Begin discussion about what we can do as a year-long project
* **Client’s Requirements:**
  + Wants us to replace their inventory tracking system for them
* **Key Discussion Points:**
  + What they already store in their inventory (Square)
  + How they would like to store their inventory
  + Future meetings: Dates and times
* **Decisions Made:**
  + Drew a diagram and agreed on the manner in which we proposed to create a inventory tracking system
* **Action Items:**
  + Just bring ideas to our next meeting and further plan (9/23/24)

3. **Project Milestones Discussed**

* We discussed how we can show the professor our idea to get a finalized project

4. **Next Steps**

* Set up future meetings and work on our documentation and GitHub Repo

5. **Next Meeting**

* **Date:** 9/23/24
* **Time:** 3:00 PM – 4:00 PM
* **Location:** Zoom