Minutes of Meeting

**Project Name:** ACME-BI2  
**Client Name:** Christine Weaver  
**Date:**  09/23/24  
**Time:** 3:00 PM – 3:30 PM   
**Location:** Zoom   
**Attendees:**

* Christine Weaver
* Joshna
* Angel

1. **Agenda**

* This meeting is to update the client on what the professor said about our project idea
* Ask about Bloomerang credentials to be able to adjust settings

2. **Meeting Summary**

* **Introduction:**
  + Asking for the credentials to Bloomerang
  + She asked about the meeting she would have with the professor.
* **Client’s Requirements:**
  + Just update the Bloomerang settings
* **Key Discussion Points:**
  + Bloomerang and how we can configure it to send SMS messages to the volunteers
  + She showed us the new website that is now finished
  + (509)995-1295 Her phone number
* **Decisions Made:**
  + None at the moment
* **Action Items:**
  + Use the login credentials to update the settings to Bloomerang

3. **Project Milestones Discussed**

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

4. **Next Steps**

* Just use the Bloomerang credentials to update volunteer reminders.

5. **Next Meeting**

* **Date:** 9/7/24
* **Time:** 3:00 PM – 3:30 PM
* **Location:** Zoom