Minutes of Meeting

**Project Name:** ACME-BI2  
**Client Name:** Christine Weaver  
**Date:**  09/03/24  
**Time:** 12:00 PM – 1:00 PM   
**Location:** Zoom   
**Attendees:**

* Christine Weaver
* Joshna
* Angel

1. **Agenda**

* This was our first meeting, and we learned more about the organization’s mission statement and did simple introductions
* Ask about what the client would like us to help them with

2. **Meeting Summary**

* **Introduction:**
  + We introduced ourselves to the client
  + Learned more about the client and the work they do
* **Client’s Requirements:**
  + Wants us to figure out what we can do for them
  + Bring our ideas to the next meeting
* **Key Discussion Points:**
  + Client showed us the software they use
  + Client told us the problems they are having with the software they use
* **Decisions Made:**
  + Agreed to fix their inventory tracking system and their volunteer software
* **Action Items:**
  + Just bring ideas to our next meeting (9/10/24)

3. **Project Milestones Discussed**

* Just figure out how we can implement a project to help them out

4. **Next Steps**

* Set up another meeting and brainstorm ideas

5. **Next Meeting**

* **Date:** 9/10/24
* **Time:** 1:00 PM – 1:30 PM
* **Location:** Zoom