# Meeting Minutes

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| SMP | |
| **Date/Time:** | June 10, 2019 |
| **Type:** | Client |
| **Minute Taker**: | Oliver Jang |
| **Attendees:** | Reese Williams, Harman Minhas, Oliver Jang, John Hoang, Henry Jiang |
| **Regrets:** |  |

## Notes:

* Went over all completed work to date with client
  + Reese reviewed all the work and approved
* Went over documentation to be delivered
  + Covered initial work done on documentation to confirm the work being done was satisfactory for Reese
* Discussed upcoming presentation with Reese
  + Reese will most likely not be able to attend as he has summer courses
* Proposed an artificial intelligence component for the project if extra time is available
  + Of the two options: AI based on visits to a store or using QR codes to track promotion usages, Reese requested for QR codes

## Action Items:

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| **Owner** | **Description** | **Completion Date** | **Status** |
| John Hoang | Plan a meeting to go over documentation with Reese within the next week | June 07, 2019 | Complete |
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