**Project Team Meeting**

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| **Project Name:** | Warehouse Inventory |
| **Purpose:** | Discussion about ER diagram |
| **Day, Date & Time:** | Wednesday, 09/21/22, 10:00am |
| **Location of Meeting:** | Colden Hall 1400 |
| **Attendees:** | All the team members were present |
| **Absentees:** | None |

**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Revised ER diagram completion | All team members | 09/25/22 |

**Date and time of next project team meeting: 10/01/22 and 11:00 am**