**Project Team Meeting**

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| **Project Name:** | Warehouse Inventory |
| **Purpose:** | To discuss about GUI Architecture and presentation |
| **Day, Date & Time:** | 10/10/22, Monday, 11:00 am |
| **Location of Meeting:** | Colden Hall 1400 |
| **Attendees:** | All the team members |
| **Absentees:** | None |

**Agenda:**

* Introduction 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** |
| GUI Architecture | All team members | 10/14/22 |

**Date and time of next project team meeting:** The next meeting will be held on 10/18/22, 11:00 am CST.