**A Brush Up Internal Management System**

*Client Meeting Minutes*

**Date:** 2/5/2023

**Time:** 5:30PM - 6:05PM

**Location:** Smithville, NJ 08234 (In-Person)

**Head of Meeting/Minute Taker:** Anthony D’Alessandro

**Attendees:** Anthony D’Alessandro, Carmine D’Alessandro

**Meeting Points**

* Confirm agreement from both parties to move forward with project commencement
  + Carmine D’Alessandro has agreed to continue with the development of the project and is willing and ready to contribute when necessary through in-person or digital meetings.
* Go over major project requirements
  + Mr. D’Alessandro confirmed major requirements such as having a main database for storing crucial business data, generating reports, and keeping valuable information safe.
  + He also proposed implementing some sort of inventory system for things such as business equipment or even amount of paint if the project timeline permits such an addition.
* Discussed current business practices
  + Mr. D’Alessandro informed us on the methods he occasionally uses for business operations such as working with Intuit Quickbooks for proposals & receipts
  + Confirmed that utilizing an integrated database system such as the one in this project has great potential for making the business more efficient

**Next Meeting Plans**

**Date:** 2/12/2023

**Time:** 5:30PM - 6:00PM (Approximate)

**Location:** Smithville, NJ 08234 (In-Person)

**Potential Meeting Points**

* Provide Carmine D’Alessandro with an overall status report on the project
* Inquire about any questions regarding how the requirements are being implemented
* Ask any questions from the team that our client may able to provide insight on