**A Brush Up Internal Management System**

*Client Meeting Minutes*

**Date:** 2/25/2023

**Time:** 4:00PM – 4:35PM

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

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

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

**Meeting Points**

* Updated Carmine D’Alessandro with project progress;
  + Demonstrated front-end visuals for the client which he approved of and provided some suggestions for additional features. Some features he would like to see include the use of the company logo as an interactive “home button” as well as a side-bar menu on the right for actions such as viewing account profile, creating reports, as well as viewing reports.
* Discussed any new project requirements;
  + Mr. D’Alessandro requested that, given enough time, the team implements an inventory system to correspond with active jobs. This could include things such as what tools are being used at what jobs so employees can just check the system rather than having to physically search for items that they need to use.

**Next Meeting Plans**

**Date:** 3/5/2023

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

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

**Potential Meeting Points**

* Provide Mr. D’Alessandro with an overall status report on the project.
* Request any feedback regarding the development of the system and what might be useful to add or remove.
* Relay any questions the team has for our client.