**A Brush Up Internal Management System**

*Client Meeting Minutes*

**Date:** 3/12/2023

**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 the working demo at the time of the meeting in which the system had functionalities including creating users, logging in, allowing the user to create job reports as well as view the reports after they have been created.
* Discussed any new project requirements;
  + Mr. D’Alessandro requested that the current designs be updated with a more organized appearance and more colors as opposed to standard grays, blacks, and white.

**Next Meeting Plans**

**Date:** 4/9/2023

**Time:** 4:00PM - 4:30PM (Approximate)

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

**Potential Meeting Points**

* Provide Mr. D’Alessandro with an overall status report on the project.
* Demonstrate the working version at the time of the meeting
* 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.