**A Brush Up Internal Management System**

*Team Meeting Minutes*

**Date:** 3/26/2023

**Time:** 7:30PM – 8:30 PM

**Location:** Discord Call

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

**Attendees:**

Mouaz Ali

Anthony D’Alessandro

Scott Kinnie

Pooja Shah

**Absent:** Yash Maisuria

**Meeting Points**

* Main focus was scheduling times to work on the project that fit best with the team;
  + Team agreed on meeting on Monday (3/27), Wednesday (3/29), and Thursday (3/30).
* Went into more detail for each of the new functionalities as well as improving existing functionalities;
  + Users should be presented with a success page following the creation of a job report where the job report ID is displayed. Discussed adding a search function to look up job reports by their IDs.
  + Discussed implementation of the creation of job invoices and tying each one to its corresponding job with the job report ID.
  + Discussed implementation of performance reports where the user can select a time frame and display the jobs completed in that time period. Went over some ancillary data that should be included in performance reports such as the amount of money spent and earned on the jobs in a given time frame as well as the averages for money spent and earned.

**Next Meeting Plans**

**Date:** 4/2/2023

**Time:** 7:30PM - 8:00PM (Approximate)

**Location:** Online/Discord

**Potential Meeting Points**

* Discuss finalizing Milestone #3 requirements and go over plans for presenting the demo.