# ABC’s Inventory Management System

## Meeting Minutes

**Date of Meeting:** 8th March 2018

**Presented and documented by:** Shirish Maharjan

**Time:** 13:00

**Location:** Uni Library

**Attendees:** Shirish Maharjan, Heiu Hanh Tran

## Meeting Objective

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| * Finalize project topic * Discuss assignment 1 issues * Divide task * Discuss the weeks to do list |

## Discussion, notes and issues

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| * Sales and warehouse system will be too big of a project for the limited timeframe as mentioned by the lecturer on Wednesday 7th of March 2018. Therefore, the scope of the project should be reduced to just inventory management system. * Assignment 1 is due on 12th of March and some changes need to be made to the documents prepared in the prior week. * Since the week after (i.e. the week starting 12th of March 2018) will be the beginning of the first iteration, the iteration plan and the project plan needs to be prepared. |

## Outcomes

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| * The project topic is finalized and will be ABC’s inventory management system. The system excludes the previous point of sales feature that was planned to be integrated with the inventory management system. * Shirish will be updating the project proposal and the team charter. Shirish will be preparing the communication plan document and the Project plan document too. * Hanh will be preparing the version control document, feedback document and the iteration plan |