# ABC’s Inventory Management System

## Meeting Minutes

**Date of Meeting:** 1st March 2018

**Presented and documented by:** Shirish Maharjan

**Time:** 13:00-14:00

**Location:** Uni Library

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

## Meeting Objective

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| * Choose project topic * Discuss roles * Confirm communication plan and confirm dates for meetings * Discuss version control * Create to do list for the week |

## Discussion, notes and issues

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| * Several topics discussed for the project. Various ambitious ideas presented. * Tasks division for the week discussed. Potential conflicts and factors which might affect the project discussed. * Personal commitment to the project discussed. * Communication plan for the project discussed. * Potential issues with using GitHub as team members not familiar with the technology. Practiced using GitHub and successful implementation of it. * Finalized the to do list for the week. |

## Outcomes

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| * Sales and Warehouse Management System agreed upon as the potential project topic. * Hanh will be preparing the team charter and Shirish will be preparing the project proposal. * Assessment Item 1 to be focused and completed by 5th of March 2018. * GitHub to be used for version control as it helps to keep track of what everyone is up to with their task. * Online meeting to be conducted on Monday nights to prep for the meeting with the sponsor. * Weekly team meetings to be conducted on Thursdays at 12:30pm and group collaboration to be done after the meeting. |