# ABC’s Inventory Management System

## Meeting Minutes

**Date of Meeting:** 14/03/2018

**Presented and documented by:** Shirish Maharjan

**Time:** 9:30 am

**Location:** On campus

**Attendees:** Dr. Mahsa Razavi, Shirish Maharjan, Heiu Hanh Tran, Arik Maharjan

## Meeting Objective

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| * Review Project Plan, Iteration Plan, Team Charter, Project Proposal and Communication plan * Review and finalize functionality of the project |

## Discussion, notes and issues

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| * Changes need to be made in the project proposal. More details about functionality and features of the project needs to be added. Current situation of business and how the project is going to help the business needs to be better described. * Iteration Plan needs to be updated, with assigned tasks and estimated hours. * Project plan needs to be updated and some part of it is better off left in other documents. Reference to those documents can be made from the Project Plan. * Team charter needs better description of the team member roles. |

## Outcomes

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| * Project plan will be updated followed by the iteration plan by 16th March 2018. * Project proposal will be updated by 16th March 2018. * Team charter will be update by 16th March 2018. |