# **MEETING NOTES - <*Inventory system for Theater Program*>**

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| **Date of Meeting:** (02/04/2019) | Meeting time: 3:30 PM - 4:30 PM |
| **Notes Prepared By: Bill Feng** | Location: Campbell union school district extension programs office |

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| **1. Purpose of Meeting** |
| > Meet and greet sponsor with Team. |
| > Learn about project requirements. |

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| **2. Attendance at Meeting** *(add rows as necessary)* | | | |
| *Name* | *Department./Division* | *E-mail* | *Phone* |
| Nick Batista | Project Manager | nicholas.batista@sjsu.edu | 209-327-5601 |
| Wen Jin | Analysis | wen.jin@sjsu.edu | 669-251-9732 |
| Jaspreet Summan | Researcher | jaspreet.summan@sjsu.edu | 408-838-5875 |
| Bill Feng | Developer | bill.feng@sjsu.edu | 415-676-9958 |
| Jackson Tran | Developer | jackson.tran@sjsu.edu | 408-912-6503 |

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| **2. Meeting Agenda** |
| > Interview sponsor about project requirements. (Assigned to Nick, Wen, Jaspreet, Bill, Jackson) |
| > Understanding limitations. (Assigned to Nick, Wen, Jaspreet, Bill, Jackson) |
| > Greet with sponsor’s colleague and second in command for back-up (Assigned to Nick, Wen, Jaspreet, Bill, Jackson) |
| > Post meeting with a group meeting to consolidate meeting information. (Assigned to Nick, Wen, Jaspreet, Bill, Jackson) |

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| **3. Meeting Notes, Decisions, Issues** |
| > Sponsor need a new inventory system, that has the following features: check-in/out, add, delete, edit items. Reserve item. The limitation is low to no budget due to school district funding. |
| > Introduced with sponsor’s colleague, and second in command for back-up communication. |
| > Sponsor requirement was communicated and was clearly understood after post meeting group meeting. |

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| **4. Action Items** *(add rows as necessary)* | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Research on initial low budget inventory feasibility solution | Wen, Bill | 03/08/2019 | In Progress |

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| **5. Next Meeting** | | | | | | |
| *Date: (MM/DD/YYY)* | | 02/11/2019 | *Time:* | 1 PM - 2 PM | *Location:* | Dr. Martin Luther King, Jr. Library |
| *Agenda:* | Create and sign team charter | | | | | |