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

|  |  |
| --- | --- |
| **Date of Meeting:** (02/11/2019) | Meeting time: 1 PM - 2 PM |
| **Notes Prepared By: Bill Feng** | Location: Dr. Martin Luther King, Jr. Library |

|  |
| --- |
| **1. Purpose of Meeting** |
| > Create and sign a team charter. |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

|  |
| --- |
| **2. Meeting Agenda** |
| > Create and sign a team charter. (Assigned to Nick, Wen, Jaspreet, Bill) |
|  |

|  |
| --- |
| **3. Meeting Notes, Decisions, Issues** |
| > Created and signed team charter |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5. Next Meeting** | | | | | | |
| *Date: (MM/DD/YYY)* | | 02/27/2019 | *Time:* | 1 PM - 3 PM | *Location:* | Dr. Martin Luther King, Jr. Library |
| *Agenda:* | Create MS Project Schedule with Milestones | | | | | |