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

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| **Date of Meeting:** (03/08/2019) | Meeting Time: 1 PM - 2 PM |
| **Notes Prepared By: Bill Feng** | Location: Dr. Martin Luther King, Jr. Library |

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| **1. Purpose of Meeting** |
| > Discussed on potential inventory solutions. Refer sponsor requirement from the first meeting at 02/04/2019 |

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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 | Assistant Project Manager | jaspreet.summan@sjsu.edu | 408-838-5875 |
| Bill Feng | Developer | bill.feng@sjsu.edu | 415-676-9958 |

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| **2. Meeting Agenda** |
| > Feasibility of build in-house inventory system (Assigned to Bill) |

> Possible third-party solution - WordPress, SalesForce. (Assigned to Bill)

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| > Rough demo of WordPress. | (Assigned to Nick) |  |  |

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| **3. Meeting Notes, Decisions, Issues** |
| > Addressed the feasibility, and potential issues will arise with the in-house build inventory system. and having zero budget will not be feasible with project scope and available resource. |
| > Decided to not proceed with build in-house inventory system due to too many unpredictable potential issues and resource constraints. |
| > Proceed with WordPress quick build demo. Meeting found potential use of WordPress with Plugin. However, new issues need to be addressed regarding hosting service. |
| > Decided to research on cheap and feasible hosting service that supports WordPress. |
| > Decided to continue work deeper with WordPress regarding inventory solution. |
| > Decided to continue research other inventory solution. Suggested research, SalesForce. |

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| **4. Action Items** *(add rows as necessary)* | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Continue research on WordPress Inventory solution | Nick Batista | 03/11/2019 | In progress |
| Research on SalesForce solution | Wen Jin | 03/11/2019 | In progress |
| Research on feasible hosting service. | Bill Feng | 03/11/2019 | In progress |

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| **5. Next Meeting** | | | | | | |
| *Date: (MM/DD/YYYY)* | | 03/11/2019 | *Time:* | 1 PM - 2 PM | *Location:* | San Jose State Library |
| *Agenda:* | Discuss finding from 03/08/2019 meeting and decide the next step. | | | | | |