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

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| **Date of Meeting:** (03/11/2019) | Meeting Time: 1 PM - 2 PM |
| **Notes Prepared By: Bill Feng** | Location: San Jose State Library |

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| **1. Purpose of Meeting** |
| > Proceed with risk management planning. |
| > Discuss research conclusion from 03/08/2019 |

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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** |
| > Proceed and plan risk management. (Assigned to Nick, Wen) |
| > Find out in-depth feasibility of WordPress, SalesForce inventory solution, paid hosting service feasibility. (Assigned to Jaspreet) |

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| **3. Meeting Notes, Decisions, Issues** |
| > Finalized Risk management planning. |
| > Gather conclusion from the possibility of using WordPress, SalesForce, and paid hosting service feasibility. |
| > Decided to research on other inventory solution possibility with a possible demo. |
| > Zero budget inventory solution is not feasible. |

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| **4. Action Items** *(add rows as necessary)* | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Research and create a demo app from researched inventory solution. (Zero budget solution will not be consider as concluded from previous meeting - 03082019) | Bill Feng,  Wen Jin | 03/18/2019 | In progress |

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| **5. Next Meeting** | | | | | | |
| *Date: (03/12/2019)* | | 03/12/2019 | *Time:* | 6 PM - 8:45 PM | *Location:* | SJSU BBC Room 103 |
| *Agenda:* | Discuss researched finding on inventory solution. | | | | | |