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

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| **Date of Meeting:** (03/12/2019) | Meeting Time: 6 PM - 8:45 PM |
| **Notes Prepared By: Bill Feng** | Location: SJSU BBC Room 103 |

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| **1. Purpose of Meeting** |
| > Discuss researched finding on inventory solution. |

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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** |
| > Discuss researched finding on inventory solution. (Assigned to Bill, Wen) |

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| **3. Meeting Notes, Decisions, Issues** |
| > Found SnipeIt could be a potential solution. |
| > Found implementation can be very difficult and potential out of project scope and resources for SnipeIt |
| > Decided to go forward with AssetTiger from in-class research. Even though the cost is a constraint the sponsor put forth. The team agrees this solution is the best fit for the sponsor. Bill suggested the team should stand our ground that the minimal cost is necessary and far out weighted the technology complications. |

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| **4. Action Items** *(add rows as necessary)* | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Create an AssetTiger demo for sponsor presentation | Nick Batista | 03/15/2018 | In progress |
| Update process change management and update changelog | Bill Feng | 03/12/2018 | In progress |

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| **5. Next Meeting** | | | | | | |
| *Date: (03/15/2019)* | | 03/15/2019 | *Time:* | 3:30 PM - 5 PM | *Location:* | 155 N. 3rd street, Campbell, CA |
| *Agenda:* | Demo AssetTiger to sponsor. | | | | | |