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

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| **Date of Meeting:** (03/15/2019) | Meeting Time: 3: 30 PM - 5 PM |
| **Notes Prepared By: Bill Feng** | Location: 155 N. 3rd street, Campbell, CA |

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| **1. Purpose of Meeting** |
| > Demo AssetTiger functionality to sponsor, Lizeth Gonzalez, on site. |
| > Project charter sign off. |

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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** |
| > Demo AssetTiger functionality to sponsor, Lizeth Gonzalez, on extended theater program site. (Assigned to Nick) |
| > Project charter sign off (Assigned to Nick) |

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| **3. Meeting Notes, Decisions, Issues** |
| > AssetTiger inventory solution demo was a success. The sponsor likes the product. |
| > Sponsor accept the fee that comes with the application. Inventory items can exceed 500 items, therefore the fee that was accepted by the project sponsor was $25/month. |
| > Successful project charter sign off. |

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| **4. Action Items** *(add rows as necessary)* | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Further, familiarize with AssetTiger. Prepared for documentation and project demo. | Team 7 | 03/25/2019 | In progress |
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| **5. Next Meeting** | | | | | | |
| *Date: (MM/DD/YYYY)* | | 03/25/2019 | *Time:* | 1 PM - 2 PM | *Location:* | Dr. Martin Luther King, Jr. Library |
| *Agenda:* | Complete 2nd Project Status Report | | | | | |