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

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| **Date of Meeting:** (03/25/2019) | 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** |
| > Complete 2nd project status report |

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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** |
| > Separate and assign work for everyone teammate. (Assigned to Nick Batista) |
| > Keep everyone up to date on the status of the project and project schedule. (Assigned to Nick Batista) |

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| **3. Meeting Notes, Decisions, Issues** |
| > Everyone was assigned work. Work should be done before the due date and have Nick Batista submit the assignment for team 7. |

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| **4. Action Items** *(add rows as necessary)* | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Update project schedule. | Wen Jin | 03/26/2019 | Done |
| Update project status report. | Nick Batista | 03/26/2019 | Done |
| Update risk management and milestones. | Jaspreet Summan | 03/26/2019 | Done |
| Update and write meeting note. | Bill Feng | 03/26/2019 | Done |
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| **5. Next Meeting** | | | | | | |
| *Date: (MM/DD/YYYY)* | | 04/09/2019 | *Time:* | 1 PM - 2 PM | *Location:* | Dr. Martin Luther King, Jr. Library |
| *Agenda:* | Update project schedule and assignment scheduled work to each teammate. | | | | | |