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

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| **Date of Meeting:** (04/09/2019) | 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** |
| > Update project schedule and assignment scheduled work to each teammate. |

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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** |
| > Update project Schedule (Assigned to Wen) |
| > Assign scheduled work to teammates (Assigned to Nick) |

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| **3. Meeting Notes, Decisions, Issues** |
| > Successfully updated Project schedule |
| > Properly assigned scheduled task to teammate |

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| **4. Action Items** *(add rows as necessary)* | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Team member complete assigned task | All members | 4/16/2019 | In progress |
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| **5. Next Meeting** | | | | | | |
| *Date: (MM/DD/YYYY)* | | 04/18/2019 | *Time:* | 10 PM - 12 PM | *Location:* | Dr. Martin Luther King, Jr. Library |
| *Agenda:* | Last review of the inventory solution check before project sign off. | | | | | |