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

|  |  |
| --- | --- |
| **Date of Meeting:** (04/18/2019) | Meeting time: 10 PM - 12 PM |
| **Notes Prepared By: Bill Feng** | Location: Dr. Martin Luther King, Jr. Library |

|  |
| --- |
| **1. Purpose of Meeting** |
| > Last review of the inventory solution check before project sign off. |
| > Start reviewing project binder. |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
|  |  |  |  |

|  |
| --- |
| **2. Meeting Agenda** |
| > Review and check any anomaly with the inventory solution. (Assigned to Nick, Wen, Jaspreet, Bill) |
| > Start reviewing project binder. (Assigned to Nick, Wen, Jaspreet, Bill) |

|  |
| --- |
| **3. Meeting Notes, Decisions, Issues** |
| > Inventory solution was reviewed, and found no anomaly. It is ready for sign off. |
| > Ready to up meeting with Liz for project sign off. |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Action Items** *(add rows as necessary)* | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Set up meeting with Liz for project sign off | Nick Batista | 04/19/2019 | In Progress |
| Ready to close off the project and review Project Binder | Nick Batista  Jaspreet Summan  Wen Jin  Bill Feng | 05/07/2019 | In Progress |
|  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5. Next Meeting** | | | | | | |
| *Date: (04/19/2019)* | | 04/19/2019 | *Time:* | 3 PM - 4 PM | *Location:* | Campbell union school district extension programs office |
| *Agenda:* | > Client Acceptance/Project Completion Sign off  > Project Sponsor give comment and feedback on the project process. | | | | | |