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

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| **Date of Meeting:** (04/19/2019) | Meeting time:3:00 PM- 4:00PM |
| **Notes Prepared By: Bill Feng** | Location: Campbell union school district extension programs office |

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| **1. Purpose of Meeting** |
| > Client Acceptance/Project Completion Sign off |
| > Project Sponsor give comment and feedback on the project process. |

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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 |
| Lizeth Gonzales | Project Sponsor | ligonzalez@campbellusd.edu | 408-364-4200 x6280 |

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| **2. Meeting Agenda** |
| > Client Acceptance/Project Completion Sign off (Assigned to Nick) |
| > Project Sponsor give comment and feedback on the project process. (Assigned to Nick) |

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| **3. Meeting Notes, Decisions, Issues** |
| > Note: Liz finds the inventory solution to be a good option with no anomaly, and she agreed to have project sign off. |
| > Decisions: Agreed documentation be ready by 04/22/2019. |
| > Decisions: Decided to print out a physical copy of the documentation. |

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| **4. Action Items** *(add rows as necessary)* | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Print out a physical copy of the documentation. | Nick Batista | 04/29/2019 | 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 |
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| **5. Next Meeting** | | | | | | |
| *Date: (04/23/2019)* | | 04/23/2019 | *Time:* | 6 PM - 9 PM | *Location:* | SJSU BBC Room 103 |
| *Agenda:* | Continue to complete the project binder. | | | | | |