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

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| **Date of Meeting:** (04/22/2019) | Meeting Time: 6 PM - 9 PM |
| **Notes Prepared By: Bill Feng** | Location: SJSU BBC Room 103 |

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| **1. Purpose of Meeting** |
| > Status report check-in, assign work and address any anomaly. |

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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 |
| Bill Feng | Developer | bill.feng@sjsu.edu | 415-676-9958 |

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| **2. Meeting Agenda** |
| > Note what changes need to be made to the status report. (Assigned to Nick) |
| > Assigned work to each member for status report update. (Assigned to Nick) |

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| **3. Meeting Notes, Decisions, Issues** |
| > Anomaly and mistake from the previous status report were addressed and updated. |

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| **4. Action Items** *(add rows as necessary)* | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Complete assigned portion of the status report. | Nick Batista  Jaspreet Summan  Wen Jin  Bill Feng | 04/22/2019 | 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. | | | | | |