1. Share our overall project plan/what we have accomplished
   1. [Research Document](https://docs.google.com/document/d/1H1OAf9mxP_z1Dni4iOCLyego0qvRes_54YANmLG3TmE/edit?usp=sharing)
2. Discuss possible solutions based on our the current preliminary research we have done
3. Ask clarification questions
   1. What is the total time taken for the entire data collection process?
   2. What features would you rank from highest to lowest priority that you would like to see implemented from the scanning system?
      1. Ability to create invoice by scanning item
      2. Ability to to identify item by scanning
      3. Ability to remove item from inventory
      4. Ability to add item to inventory
      5. Any other features
   3. About how many volunteers does your organization have?
4. Set up goals for next week and what we should accomplish by then
   1. Continue conducting background research
   2. Polish up proposal so we can run it through with client