

# Meeting Summary

**Functional Area:** Inventory Management Work Session #5

**Sub-Function:** General Inventory

**Meeting Date:** July 16, 2008

**Location:** Richmond VA CRM 131

**Meeting called by:** Curtis Chisholm

**Facilitators:** Kathy Aebischer and Stefan Yssel



Barry Browning  
Brian Whitt  
Carolyn Easley  
Cherie McCoy

Damian McInerney  
Gary Adams  
Glenda Browning  
Jenna Wilfong

Judy Griffin  
Michael Thomas  
Sheila Bowles  
Sue Matthews

Terry Saunders  
Venessa Walker

## Attendance:

- √ 0 out of 2 Business Partners
- √ 14 out of 19 SME's

## Summary of Accomplishments:

- Reviewed Minutes and Scenario Report from the July 9 session
- Continued to Document "Current" and "Future" Stock Item Processes
- Identified and Defined Requirements and Domain Terms

Verified "Current" processes for the following scenarios:

- Dispose Stock Item
- Inventory Stock Item
- Order and Process Stock Item
- Receive Stock Item
- Receive Stock Item at HQ
- Transfer Stock Item (formally Return Stock Item to Warehouse)

Documented the "Current" process for the following scenarios:

- Create New Stock Item
- Purchase Stock Item

Documented the "Future" process for the following scenarios:

- Create New Stock Item
- Dispose Stock Item
- Inventory Stock Item
- Order and Process Stock Item
- Purchase Stock Item Receive Stock Item
- Receive Stock Item at HQ
- Transfer Stock Item (formally Return Stock Item to Warehouse)

## Plans for July 23 Session:

Verify "Future" processes for the following scenarios

- Create New Stock Item
- Dispose Stock Item
- Inventory Stock Item
- Order and Process Stock Item
- Purchase Stock Item Receive Stock Item

- Receive Stock Item at HQ
- Transfer Stock Item (formally Return Stock Item to Warehouse)

Document “Future” process for the following scenario:

- Conduct Online Dealer Yearly Physical License Plate Inventory

Document “Current” and “Future” process for Decals and Permits