Lee College

Meeting Notes of 3/10/15

Next Meeting 3/24/15 at 9AM

Open Action Items Responsibility Completion Date Results

|  |  |  |  |
| --- | --- | --- | --- |
| Discuss discount on WB-1056 & 1620 Arms with Taiwan, based on quantity of 90 each. | Pontus | 3/24/15 |  |
| Investigate Payment from Customer and PO’s to vendors | Don | ASAP | No payments received and no purchase orders have been issued to vendors as of 3/10/15 |
| Contact customer to open Portal for 50% invoicing | Richard | ASAP |  |
| Review Project spreadsheet and advise with comments | Richard | ASAP |  |
| Feasibility of meeting 6/15/15 delivery date | Don | ASAP | Must place Taiwan orders this week. Additional lead time might be required based on quantities |
| Next Review Meeting 3/24/15 | Richard, Pontus, Don | 3/24/15 |  |