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| **Subject** | | **Team Software Project Meeting** | | **Date** | **6th APRIL 2021** |
| **Chaired** | | Yue Zhou | | **Time** | 2:00 PM – 4:00 PM |
| **Location** | | Westen bank library – room 4.12k | | **Prepared by** | Arwa Alfitni |
| **Attendees** | | Arwa Alfitni, Yifei Guo, Zeyu Li, Yixiang Wang, Yue Zhou | | | |
| Key Points Discussed | | | | | |
| No. | Topic | | **Highlights** | | |
| 1. | Documentation (Arwa) | | * Reviewing the user stories. * Writing Team management & communication | | |
| 2. | Donating feature | | * Both Backend and Frontend teams still working on this feature. | | |
| 3. | Database structure | | * Edit the database structure – adding two columns to country table (Arwa) | | |
| 4. | Front end | |  | | |
| 5. | Backend | | * Staff Reports (Yue) | | |
| Plans for the next meeting | | | | | |
| 1. | Insert 20 countries into the database (Arwa) | | | | |
| 2. | SQL statements for the number of donated people (Arwa) | | | | |
| 3. | SQL statements for the number of donated panels (Arwa) | | | | |
| 4. | SQL statements for the number of transactions for each country (Arwa) | | | | |
| 5. | Finishing the programming part for the admin page (Yixiang) | | | | |
| 6. | Finishing the programming part for the staff page (Yue) | | | | |
| Approvals | | | | | |
| 1. | Arwa Alfitni | | | | |
| 2. | Yifei Guo | | | | |
| 3. | Zeyu Li | | | | |
| 4. | Yixiang Wang | | | | |
| 5. | Yue Zhou | | | | |