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| **Subject** | | **Team Software Project Meeting** | | **Date** | **3rd May 2022** |
| **Chaired** | | - | | **Time** | 11:00 AM – 1:00 PM |
| **Location** | | Portobello center –room C29 | | **Prepared by** | Arwa Alfitni |
| **Attendees** | | Arwa Alfitni, Yifei Guo, Zeyu Li, Yue Zhou | | | |
| Key Points Discussed | | | | | |
| No. | Topic | | **Highlights** | | |
| 1. | Database structure | | * Update the Transaction table to include:   + Transaction start time.   + Transaction end time.   + Transaction status (pending, success, failed). | | |
| 2. | Group discussion About the report | | * The test plan must be written. * The setup guide will include:   + Any specific configuration to run the project locally on the teacher’s computer.   + Steps to manage the website. * At the demonstration for next week:   + Provide a demo as user story from login to the send donation successfully. | | |
| 3. | Project documentation | | * Review the Meeting minutes. * Review user stories. * Strat writing the documentation. | | |
| Plans for the next meeting | | | | | |
| No. | **Description** | | | | |
| 1. | Arwa will work on the testing plan. | | | | |
| 2. | The backend team will continue working on the donation procedure. | | | | |
| 3. | The frontend team will continue working on the design of the donation page. | | | | |
| Approvals | | | | | |
| 1. | Arwa Alfitni | | | | |
| 2. | Yifei Guo | | | | |
| 3. | Zeyu Li | | | | |
| 4. | Yue Zhou | | | | |