[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 03/03/2020 | 10am – 10:30am | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discuss if we can do a business project for the Salvation Army church |
| **Project Purpose** | Build a Charity Second-Hand Online Store |

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| **Invited Participants** | **Attended** |
| Guozhi Yin (Michael) | Y |
| Client (Zoe Liu) | Y |
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| Agenda Item | Action  *(if needed)* |
| 1. **Apologies**:   No Apologies | N/A |
| 1. **Acceptance of previous minutes**   N/A | N/A |
| 3. **Action Items from previous minutes**  N/A | N/A |
| 4. Brainstorming  4.1 People can donate anything to the store.  4.2 It is necessary for them to build an online store to serve people effectively. | |
| 5.  **Next plan**  5.1 We will go to the store and do a research on their operation.  5.2 The client will apply for our project to store manager and pastor. | |
| 6. **Any other business**    N/A | |
| 7. **Next meeting date**: 10 March 2020  Communications with Zoe | |

Meeting closed: 10:30am 03 March 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 03th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Zoe Liu \_\_ Signature 03th Mar 2020 Date