[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 07/04/2020 | 3pm – 3:30pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Function confirmation |
| **Project Purpose** | Build a Charity Second-Hand Online Store |

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| **Invited Participants** | **Attended** |
| Guozhi Yin (Michael) | Y |
| Cong Shang | 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**  3.1 Modify prototype  3.2 Final product function confirmation |  |
| 4. Progress  4.1 Finished prototype.  4.2 Review the prototype with the client.  4.3 Final product function confirmation | |
| 5.  **Next plan**  5.3 Product development. | |
| 6. **Any other business**  If the client has any change of requirement, she will contact us | |
| 7. **Next meeting date**: undecided  Communications with Zoe | |

Meeting closed: 3:30pm 07 April 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_\_ Signature 07th Apr 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang\_ Signature 07th Apr 2020 Date

Acceptance of these minutes: \_\_\_\_Zoe Liu \_\_ Signature 07th Apr 2020 Date