[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 10/03/2020 | 2pm – 2:50pm | Salvation Army second-hand store |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Requirement analysis |
| **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 Do research on the operation  3.2 Discuss requirements |  |
| 4. Progress  4.1 Donation audit is not useful because the store accepts everything.  4.2 The store cannot upload all stuff to the website because this needs more labour and the store does not have extra stock.  4.3 Auction should be the main function to the website. | |
| 5.  **Next plan**  5.1 We will design the main product functions.  5.2 Discuss what functions are important for the first delivery version. | |
| 6. **Any other business**    N/A | |
| 7. **Next meeting date**: 17 March 2020  Communications with Zoe | |

Meeting closed: 2:50pm 10 March 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_\_ Signature 10th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang\_ Signature 10th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Zoe Liu \_\_ Signature 10th Mar 2020 Date