[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 17/03/2020 | 3pm – 3:40pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Function 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 Function analysis  3.2 Discuss what functions are important for the first delivery version |  |
| 4. Progress  4.1 Users need to register and login.  4.2 Main page can support goods category.  4.3 Auction supports countdown.  4.4 Goods management supports these functions, such as upload, modify and delete.  4.5 About us and contact us. | |
| 5.  **Next plan**  5.1 We will design the product prototype.  5.2 Final product function confirmation | |
| 6. **Any other business**    The user interfaces should be similar with the website of the church. | |
| 7. **Next meeting date**: 31 March 2020  Communications with Zoe | |

Meeting closed: 3:40pm 17 March 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_\_ Signature 17th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang\_ Signature 17th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Zoe Liu \_\_ Signature 17th Mar 2020 Date