[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 22/05/2020 | 11pm – 12:00pm | Salvation Army second-hand store |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | User Acceptance Testing |
| **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 Development and testing |  |
| 4**. Progress**  4.1 The project team has finished the code of all functions.  4.2 The project team has completed the integration testing and system testing.  4.3 The project team had installed the environment for the client to finish the user acceptance testing.  4.4 The project team had given a training to the client so that she could know how to  test it. | |
| 5. **Next Plan**  5.1 The project team will deliver the system and the related documents to the client. | |
| 6. **Any other business**  N/A | |
| 7. **Next meeting date**: 28 May 2020 | |

Meeting closed: 12:00pm 22 May 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_\_ Signature 22th May 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang\_ Signature 22th May 2020 Date

Acceptance of these minutes: \_\_\_\_Zoe Liu \_\_ Signature 22th May 2020 Date