[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 29/05/2020 | 11pm – 12:00pm | Salvation Army second-hand store |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Client Handover |
| **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 User acceptance testing.  Completed  4.2 Prepared the related handover documents for the client.  Completed  4.3 The project team helped the client finish the process of go live.  Completed  4.4 5.1 The client signed the client receipt form and client acceptance document.  Completed | |
| 5. **Next Plan**  5.1 The client will prepare project evaluation report. | |
| 6. **Any other business**  N/A | |
| 7. **Next meeting date**:  N/A | |

Meeting closed: 12:00pm 29 May 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_\_ Signature 29th May 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang\_ Signature 29th May 2020 Date

Acceptance of these minutes: \_\_\_\_Zoe Liu \_\_ Signature 29th May 2020 Date