[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 31/03/2020 | 11pm – 11:30pm | 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 Prototype design  3.2 Final product function confirmation |  |
| 4. Progress  4.1 Finished prototype.  4.2 Review the prototype with the client. | |
| 5.  **Next plan**  5.1 Modify main page layout.  5.2 Modify auction function.  5.3 Final product function confirmation | |
| 6. **Any other business**  N/A | |
| 7. **Next meeting date**: 07 April 2020  Communications with Zoe | |

Meeting closed: 11:30am 31 March 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_\_ Signature 31th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang\_ Signature 31th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Zoe Liu \_\_ Signature 31th Mar 2020 Date