[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 04/05/2020 | 11am – 11:35am | Zoom (ID: 95688375584) |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Review system analysis and design document |
| **Project Purpose** | Build a Charity Second-Hand Online Store |

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| **Invited Participants** | **Attended** |
| Guozhi Yin (Michael) | Y |
| Cong Shang | Y |
| Advisor (Ian Hunter) | Y |

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| Agenda Item | Action  *(if needed)* |
| **1. Apologies**: | N/A |
| **2. Acceptance of previous minutes** | N/A |
| 3. **Action Items from previous minutes**  3.1. Review system analysis and design document.  3.1.1 Need to add payment method to the part of system objective.  3.1.2 Need to add some sentences to explain the charity store can be used to other stores.  3.2. Modify meeting agenda  3.2.1 Need to add other business in the meeting agenda.  3.3. Keep going to develop the auction function.  3.3. We add the bid history so that users can see their bid history. | |
| 4.  **Progress**  4.1 We are currently in the phase of development. We have finished these functions  (main page, registration, login, forgotten password and auction).  4.2 We are developing the function of goods management.  4.2.1 We met an issue when coded the function of uploading photos. Because these photos are not the same size. After doing some research, we solved it by limiting the same photo size. | |
| 5.  **Next plan**  5.1. Advisor reviewed our PowerPoint Presentation. We will give advisor a practice run at next meeting.  5.2. Developing the functions of goods management and user management.  5.3. Modify system analysis and design document (system objective, background and prototype parts), and resubmit it to advisor. | |
| 6. **Any other business**  6.1 We have told the client the deliverable time. | |
| 7. **Next meeting date:** 11th May  Zoom meeting | |

Meeting closed: 11:35pm 04th May 2020

Acceptance of these minutes: \_Guozhi Yin\_\_\_ Signature 04th May 2020 Date

Acceptance of these minutes: \_Cong Shang \_\_ Signature 04th May 2020 Date

Acceptance of these minutes: \_ Ian Hunter \_\_ Signature 04th May 2020 Date