[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 11/05/2020 | 11am – 11:42am | Zoom (ID: 93548765560) |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Mid project presentation |
| **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. Advisor reviewed our mid-project presentation.  3.1.1 The presentation is good. We need to add the introduction of our full name, nationality and major.  3.2. Developing the functions of user management.  3.2.2 It goes very well, no technology problems. | |
| 4.  **Progress**  4.1 We are currently in the phase of development. We have finished these functions  (main page, registration, login, forgotten password, auction, goods management and contact us).  4.2 We are developing these functions of user management and about us.  4.2.1 We need to find some photos to decorate the user interface, and prepare the content to introduce the website. | |
| 5.  **Next plan**  5.1. We will practice the presentation and perform it on 12th May.  5.2. Developing the functions of contact us and user management.  5.3. Prepare milestone report for milestone 1 (Proposal) and milestone 2 (System design) and send them to advisor to approve.  5.3.1 Explain how many hours we used, why delayed.  5.4. Prepare testing tasks. | |
| 6. **Any other business**  6.1 We will notice the client after we complete the coding this week. | |
| 7. **Next meeting date:** 18th May  Zoom meeting | |

Meeting closed: 11:42pm 11th May 2020

Acceptance of these minutes: \_Guozhi Yin\_\_\_ Signature 11th May 2020 Date

Acceptance of these minutes: \_Cong Shang \_\_ Signature 11th May 2020 Date

Acceptance of these minutes: \_ Ian Hunter \_\_ Signature 11th May 2020 Date