[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 16/03/2020 | 10am – 11am | Weltec T Block L7 |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discussing first meeting about project |
| **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**:   No Apologies | N/A |
| 1. **Acceptance of previous minutes**   N/A | N/A |
| 3. **Action Items from previous minutes**  N/A | N/A |
| 4.  **Progress**  4.1. Fixing errors in the proposal that was provided to Ian and then provide to project supervisor for marking.  4.2. Google Drive will be used to store information and our own laptops as well as GitHub that will store all the code.    4.4 Timesheet template has been provided to each team member and then provided back to Michael to add to the project progress report. | |
| 5.  **Next plan**  5.1 Prototype will be done by Michael so that it makes it easy for teammates and client to understand.  5.2 Milestonereport will be done after each phase is complete to know where the team is.  5.3 All database designs, visual designs and UML will start. | |
| 6. **Any other business**  Progress Report will be completed by Michael each week. | |
| 7. **Next meeting date**: 23 March 2020  Communications with Ian via emails | |

Meeting closed: 11:00am 16 March 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 16th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 16th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Ian Hunter \_\_ Signature 16th Mar 2020 Date