[Charity Online Store] Meeting Minutes

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Location** |
| 18/05/2020 | 11am – 11:46am | Zoom (ID: 93548765560) |

|  |  |
| --- | --- |
| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Testing plan and system show |
| **Project Purpose** | Build a Charity Second-Hand Online Store |

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

|  |  |
| --- | --- |
| Agenda Item | Action  *(if needed)* |
| **1. Apologies**: | N/A |
| **2. Acceptance of previous minutes** | N/A |
| 3. **Action Items from previous minutes**  3.1.  We performed the mid-project presentation to supervisor Robert on 12th May. We did not know the mark of the presentation. The supervisor Robert asked us three questions as below:   1. Q: What methodology did you use?   A: Prototyping methodology.   1. Q: Why does your product use the auction function?   A: Because the store is running the auction activity and it is the client’s requirement. The second-hand store is special. One stuff just one, so it is not suitable for the store to post everything online.   1. Q: What does your product bring to customers?   A: It is easier for customers to buy something online and improve user shopping experience.    3.2.  Developing the functions of contact us and user management.  Completed.  3.4.  Sent milestone reports (proposal phase and system design phase) to advisor Ian and got his approval.  3.5.  Start the phase of testing. | |
| 4.  **Progress**  4.1 Completed the phase of coding  (Finished the coding of all functions).  4.2 In the phase of testing.  4.2.1 We are doing the integration testing and system testing. | |
| 5.  **Next plan**  5.1. Complete the integration testing and system testing.  5.2. Prepare user manual and system training.  5.3. Prepare the milestone report of development phase and send it to advisor to approve.  5.4. Fix all bugs in the testing phase. | |
| 6. **Any other business**  6.1  We have noticed the client that we are in the phase of testing, and let her prepare the computers for user acceptance testing and system release. | |
| 7. **Next meeting date:** 25th May  Zoom meeting | |

Meeting closed: 11:46pm 18th May 2020

Acceptance of these minutes: \_Guozhi Yin\_\_\_ Signature 18th May 2020 Date

Acceptance of these minutes: \_Cong Shang \_\_ Signature 18th May 2020 Date

Acceptance of these minutes: \_ Ian Hunter \_\_ Signature 18th May 2020 Date