[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 01/06/2020 | 11:10am – 11:45am | Zoom (ID: 93548765560) |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Academic handover |
| **Project Purpose** | Build a Charity Second-Hand Online Store |

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| **Invited Participants** | **Attended** |
| Guozhi Yin (Michael) | Y |
| Cong Shang | N |
| 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. Fix all bugs from the user acceptance testing.  Completed.  3.2. Prepare related documents for the client handover.  Completed.  3.3. Prepare the milestone report of testing phase and send it to advisor to approve.  Completed and got approval.  3.4. Client handover.  Completed. | |
| 4.  **Progress**  4.1 In the phase of closure.  4.1.1 We finished the client handover last Friday, 29th May 2020.  4.1.2 We are preparing the academic handover. | |
| 5.  **Next plan**  5.1. Prepare the academic handover.  5.3. Prepare the milestone report of closure phase and send it to advisor to approve. | |
| 6. **Any other business**  N/A | |
| 7. **Next meeting date:** N/A | |

Meeting closed: 11:45pm 1st June 2020

Acceptance of these minutes: \_Guozhi Yin\_\_\_ Signature 1st June 2020 Date

Acceptance of these minutes: \_Cong Shang \_\_ Signature 1st June 2020 Date

Acceptance of these minutes: \_ Ian Hunter \_\_ Signature 1st June 2020 Date