[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 20/04/2020 | 2pm – 3pm | Zoom (ID: 92749383607) |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Review proposal and progress report |
| **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 Modify the proposal document  3.2. Keep going the project to the planning phase. | |
| 4.  **Progress**  4.1 We modified the proposal document  4.2 Finished the prototype.  4.3 Finished the first version of database design.  4.4 Finished the first draft of the system analysis and design document.  4.5 Confirmed all functions with the client. | |
| 5.  **Next plan**  5.1. We need to modify the proposal document and submit it to project supervisor as a final version.  5.2 Review and modify system analysis and design document.  5.3 Prepare the Project Diary document.  5.4 Develop the auction function. | |
| 6. **Any other business**  N/A | |
| 7. **Next meeting date:** 27th April  Zoom meeting | |

Meeting closed: 2:56pm 20th April 2020

Acceptance of these minutes: \_Guozhi Yin\_\_\_ Signature 20th Apr 2020 Date

Acceptance of these minutes: \_Cong Shang \_\_ Signature 20th Apr 2020 Date

Acceptance of these minutes: \_Ian Hunter \_\_ Signature 20th Apr 2020 Date