[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 23/03/2020 | 3pm – 4pm | Weltec T Block L7 |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Review proposal and discuss requirements |
| **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 proposal document  3.2 Requirement Analysis | |
| 4.  **Progress**  4.1. We modified the proposal document according to advisor’s advice.  4.2. We confirmed all requirements with the client. | |
| 5.  **Next plan**  5.1. Delete some information in the proposal document because a teammate left our team.  5.2. Change the project name to ‘Charity second-hand online store’, because the project is not for the whole Salvation Army.  5.3. Keep going the project to the planning phase. | |
| 6. **Any other business**  We need an email feedback from the client, which supports us to do the project. | |
| 7. **Next meeting date:** Undecided  Communications with Ian via emails | |

Meeting closed: 3:45pm 23 March 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 23th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 23th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Ian Hunter \_\_ Signature 23th Mar 2020 Date