[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 25/05/2020 | 11am – 11:52am | Zoom (ID: 93548765560) |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Testing 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. Complete the integration testing and system testing.  Completed.  3.2. Prepare user manual and system training.  Completed.  3.3. Prepare the milestone report of development phase and  send it to advisor to approve.  Completed and got approval.  3.4. Fix all bugs in the testing phase.  Completed. | |
| 4.  **Progress**  4.1 In the phase of testing.  4.1.1 We completed the integration testing and system testing and the client is doing the user acceptance testing.  4.2 Client handover.  4.2.1 We are preparing all documents for the client handover. | |
| 5.  **Next plan**  5.1. Fix all bugs from the user acceptance testing.  5.2. Prepare related documents for the client handover.  5.3. Prepare the milestone report of testing phase and send it to advisor to approve. | |
| 6. **Any other business**  6.1  We will deliver the project code and related documents to the client this Friday. | |
| 7. **Next meeting date:** 1st June  Zoom meeting | |

Meeting closed: 11:52pm 25th May 2020

Acceptance of these minutes: \_Guozhi Yin\_\_\_ Signature 25th May 2020 Date

Acceptance of these minutes: \_Cong Shang \_\_ Signature 25th May 2020 Date

Acceptance of these minutes: \_ Ian Hunter \_\_ Signature 25th May 2020 Date