[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 27/04/2020 | 11am – 11:30am | Zoom (ID: 98936975304) |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Review system analysis and design document |
| **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 and submit it to project supervisor as a final version.  3.2 Review system analysis and design document.  3.3 Prepare the Project Diary document.  3.4 Develop the auction function. | |
| 4.  **Progress**  4.1 We have added the SWOT methodology in the proposal document, and resubmitted it to project supervisor.  4.2 I will email it to advisor at the end of the week.  4.3 Finished the Project Diary document to now.  4.4 We are developing the auction function. | |
| 5.  **Next plan**  5.1. We need to modify system analysis and design document according to advisor’s suggestions.  5.2 Prepare PowerPoint document for the mid project presentation.  5.4 Keep going to develop the auction function. | |
| 6. **Any other business**  N/A | |
| 7. **Next meeting date:** 4th May  Zoom meeting | |

Meeting closed: 11:30pm 27th April 2020

Acceptance of these minutes: \_Guozhi Yin\_\_\_ Signature 27th Apr 2020 Date

Acceptance of these minutes: \_Cong Shang \_\_ Signature 27th Apr 2020 Date

Acceptance of these minutes: \_ Ian Hunter \_\_ Signature 27th Apr 2020 Date