[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 04/04/2020 | 10am – 12:00pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discuss test plan |
| **Project Purpose** | Build a Charity Second-Hand Online Store |

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| **Invited Participants** | **Attended** |
| Guozhi Yin (Michael) | Y |
| Cong Shang | Y |
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| Agenda Item | Action  *(if needed)* |
| 1. **Apologies**:   No Apologies | N/A |
| 1. **Acceptance of previous minutes**   Yes. | N/A |
| 3. **Action Items from previous minutes**    3.1 The team discussed product functions with the client.  Completed. Need to modify some functions.  3.2 Prepared the test plan.  Completed  3.3 Set up the development environment.  Completed  3.4 System analysis and design.  In process. | N/A |
| 4. Progress  4.1 In the planning phase.  4.1.1 Completed test plan.  4.1.2 Preparing test case. | |
| 5.  **Next plan**  5.1 The team will confirm product functions with the client.  5.2 Prepare the test case.  5.3 Develop the main page. | |
| 6. **Any other business**    6.1 The team will confirm the product functions with the client. | |
| 7. **Next meeting date**: 11 April 2020 | |

Meeting closed: 12:18 pm 04 April 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 04th April 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 04th April 2020 Date