[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 06/06/2020 | 10am – 12:00pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discuss the academic handover |
| **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 Send the client handover milestone report to advisor.  Completed and got the approval.  3.2 Prepare the project closure report.  Completed.  3.3 Prepare the marketing video.  Completed.  3.4 Prepare the project handbook.  Completed.  3.5 Prepare the academic handover.  Completed. | N/A |
| 4. Progress  4.1 In the academic handover phase.  4.1.1 Completed the project closure report.  4.1.2 Completed the individual report.  4.1.3 Completed the marketing video.  4.1.4 Completed the project handbook. | |
| 5.  **Next plan**    N/A | |
| 6. **Any other business**    N/A | |
| 7. **Next meeting date**:  N/A | |

Meeting closed: 12: 15 pm 06 June 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 06th June 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 06th June 2020 Date