[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 07/03/2020 | 10am – 12:00pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | 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 |
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| Agenda Item | Action  *(if needed)* |
| 1. **Apologies**:   No Apologies | N/A |
| 1. **Acceptance of previous minutes**   N/A | N/A |
| 3. **Action Items from previous minutes**  3.1 This is the first meeting. | N/A |
| 4. Brainstorming  4.1 Brainstorm the main requirements.  4.1.1 Users can buy items online and pick them up in the store.  4.1.2 The website will not support payment online.  4.2 What is the different between Trade me and charity second-hand online store.  4.2.1 Trade me is a business website, it is not suitable for charity institute to use.  4.2.2 The charity online store is just for the community service near the store. | |
| 5.  **Next plan**  5.1 The team will go to the store and do a research on their operation. | |
| 6. **Any other business**    6.1 The client will apply for our project to store manager and pastor. | |
| 7. **Next meeting date**: 14 March 2020 | |

Meeting closed: 12:00pm 07 March 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 07th Mar 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 07th Mar 2020 Date