[Charity Online Store] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| 11/04/2020 | 10am – 12:00pm | WeChat |

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| **Meeting Leader** | **Michael** |
| **Meeting Purpose** | Discuss development plan and test case |
| **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 will confirm product functions with the client.  Completed. The client confirmed all system functions.  3.2 Prepare the test case.  Completed.  3.3 Develop the main page.  Completed. | N/A |
| 4. Progress  4.1 In the development phase.  4.1.1 Review test case  Need to modify some test case.  4.1.2 Develop the main page.  Completed. | |
| 5.  **Next plan**  5.1 Develop the function of login and logout.  5.2 Develop the function of registration.  5.3 Develop the function of auction.  5.4 Modify test case.  5.5 Modify system analysis and design. | |
| 6. **Any other business**    N/A. | |
| 7. **Next meeting date**: 18 April 2020 | |

Meeting closed: 12:34 pm 11 April 2020

Acceptance of these minutes: \_\_\_\_Guozhi Yin\_ \_\_ Signature 11th April 2020 Date

Acceptance of these minutes: \_\_\_\_Cong Shang \_\_ Signature 11th April 2020 Date